Metro Nashville
iProcurement

iSupplier Training Manual

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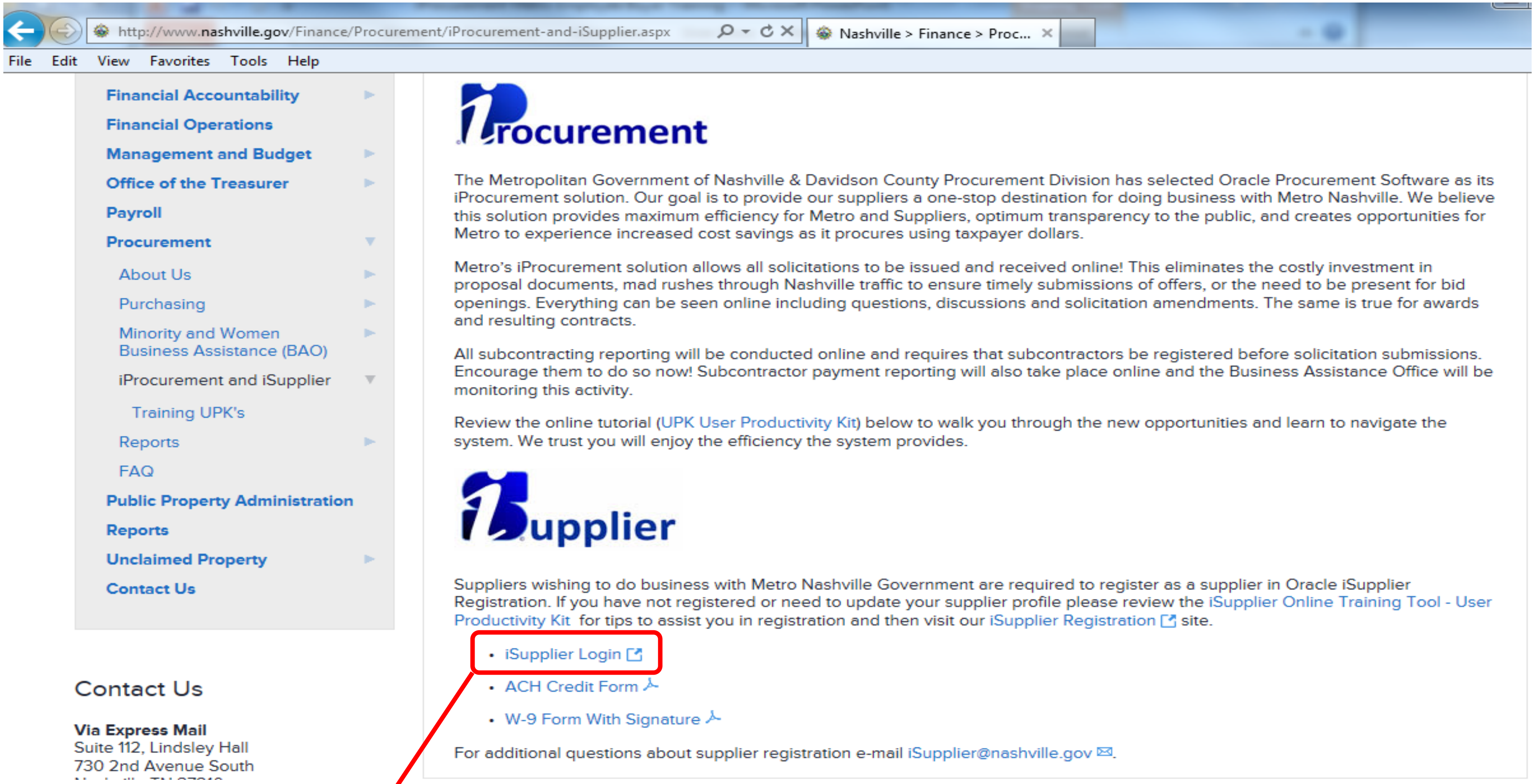
Login to iSupplier

YOU MUST USE INTERNET EXPLORER 9 (or previous version) or Firefox!

Go to: http://nashville.gov/Finance/Procurement/iProcurement-and-iSupplier.aspx


http://www.nashville.gov/Finance/Procurement/iProcurement-and-iSupplier.aspx
Nashville > Finance > Proc...
File
Edit
View
Favorites
Tools
Help
Financial Accountability
Financial Operations
Management and Budget
Office of the Treasurer
Payroll
Procurement
About Us
Purchasing
Minority and Women Business Assistance (BAO)
iProcurement and iSupplier
Training UPK's
Reports
FAQ
Public Property Administration
Reports
Unclaimed Property
Contact Us
iProcurement
iSupplier

The Metropolitan Government of Nashville & Davidson County Procurement Division has selected Oracle Procurement Software as its iProcurement solution. Our goal is to provide our suppliers a one-stop destination for doing business with Metro Nashville. We believe this solution provides maximum efficiency for Metro and Suppliers, optimum transparency to the public, and creates opportunities for Metro to experience increased cost savings as it procures using taxpayer dollars.

Metro's iProcurement solution allows all solicitations to be issued and received online! This eliminates the costly investment in proposal documents, mad rushes through Nashville traffic to ensure timely submissions of offers, or the need to be present for bid openings. Everything can be seen online including questions, discussions and solicitation amendments. The same is true for awards and resulting contracts.

All subcontracting reporting will be conducted online and requires that subcontractors be registered before solicitation submissions. Encourage them to do so now! Subcontractor payment reporting will also take place online and the Business Assistance Office will be monitoring this activity.

Review the online tutorial (UPK User Productivity Kit) below to walk you through the new opportunities and learn to navigate the system. We trust you will enjoy the efficiency the system provides.

Suppliers wishing to do business with Metro Nashville Government are required to register as a supplier in Oracle iSupplier Registration. If you have not registered or need to update your supplier profile please review the iSupplier Online Training Tool - User Productivity Kit for tips to assist you in registration and then visit our iSupplier Registration site.

- iSupplier Login
- ACH Credit Form
- W-9 Form With Signature

For additional questions about supplier registration e-mail iSupplier@nashville.gov.

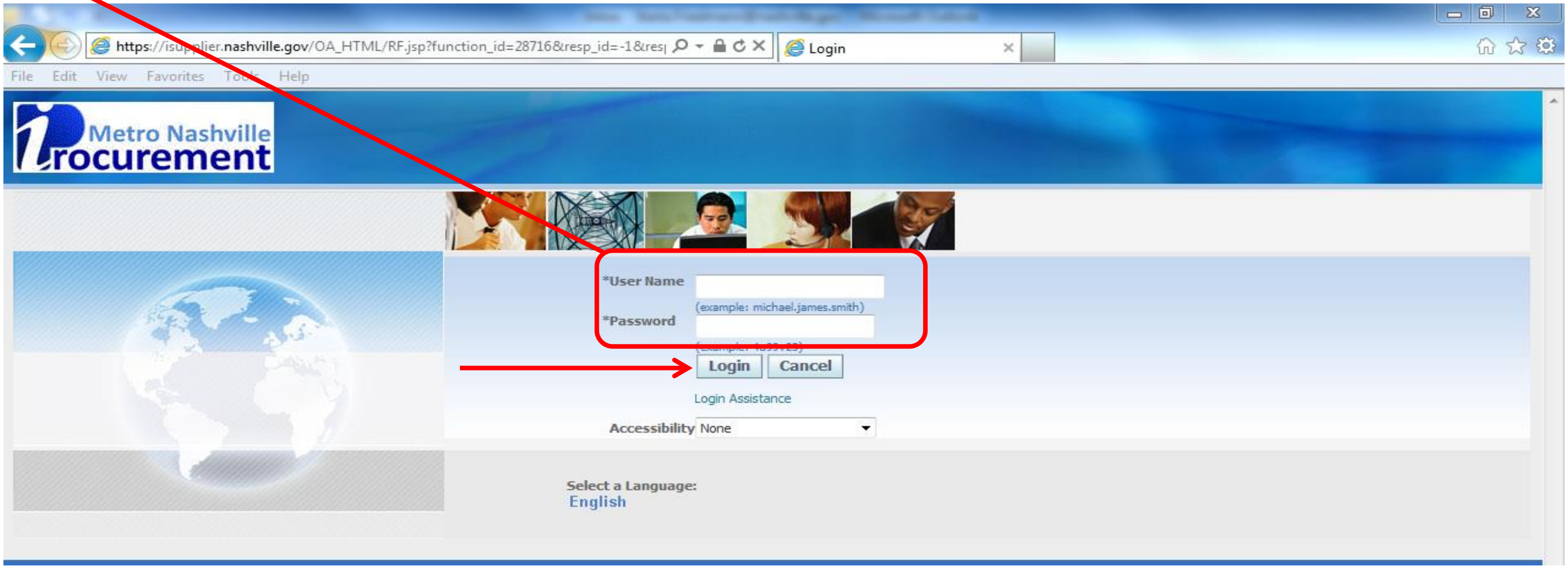
Contact Us

Via Express Mail
Suite 112, Lindsley Hall
730 2nd Avenue South

Click: iSupplier Login

Make sure you are using Internet Explorer (or previous version) or Firefox.

Enter User Name (email address of the user account) and Password then Click "Login"


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=28716&resp_id=-1&res
Login
File
Edit
View
Favorites
Tools
Help
Metro Nashville
Procurement
*User Name
(example: michael.james.smith)
*Password
Login
Cancel
Login Assistance
Select a Language:
English

Accessibility None

If you have misplaced your password, please follow instructions for resetting your password. **The system will lock you out if you attempt to login and fail five (5) or more times. At this point, you will need to reset password (instructions follow). Please contact isupplier@nashville.gov to receive a manual password reset if you continue to experience login issues.**

What is my Username and Password?

Username

Username for iSupplier is the email address of the user setup with a user account in the Contact Directory.

If you are unsure who has a user account, please email isupplier@nashville.gov and provide the following information:

- Company Name
- Your Name
- Company Tax ID Number
- Request to know who has a user account

Password

Passwords are not something available to the Procurement staff. If you do not remember your password, please follow the instruction for resetting your password (instructions follow).

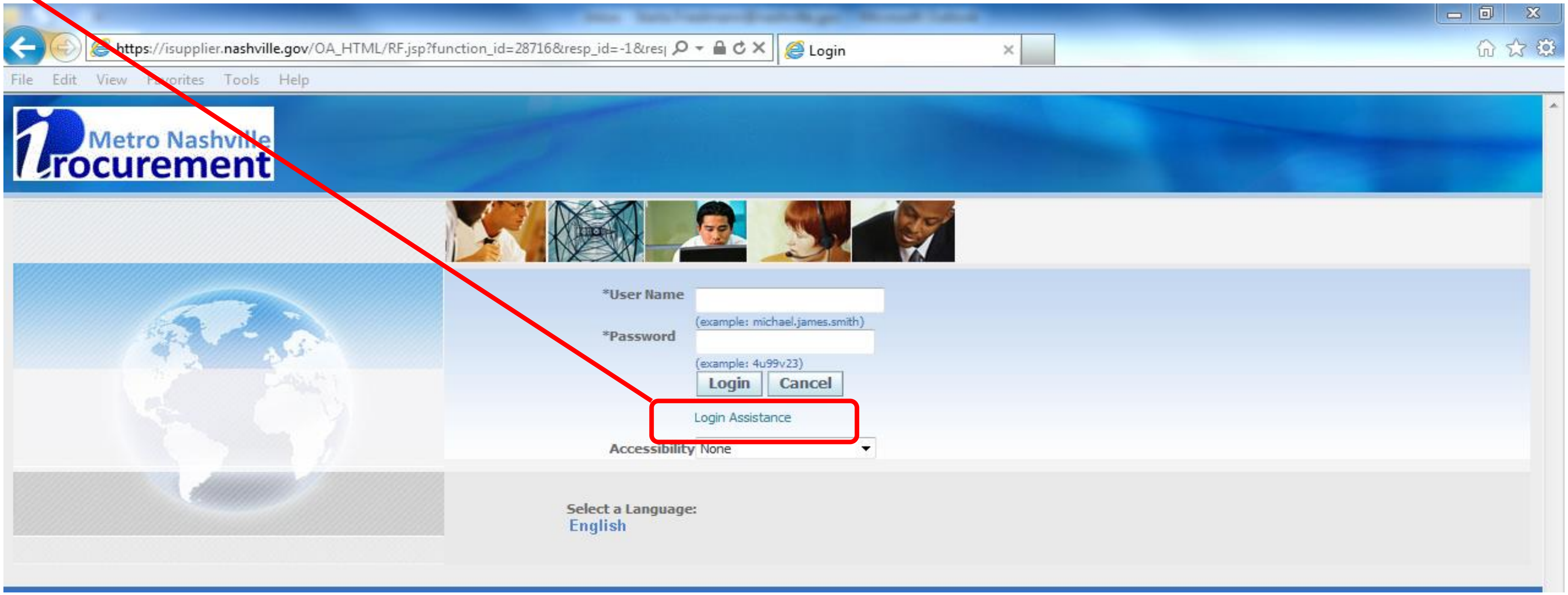
Your password must meet the following qualifications:

- Must be nine characters
- Must contain at least one number or special character
- Cannot contain back to back letters, numbers or characters (for example you cannot use “progress”)
- Password is case sensitive

Reset iSupplier Password

YOU MUST USE INTERNET EXPLORER 9 (or previous version) OR FIREFOX!

Click: “Login Assistance” to Reset Password


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=28716&resp_id=-1&res
Login
File Edit View Favorites Tools Help
Metro Nashville Procurement

*User Name

(example: michael.james.smith)

*Password

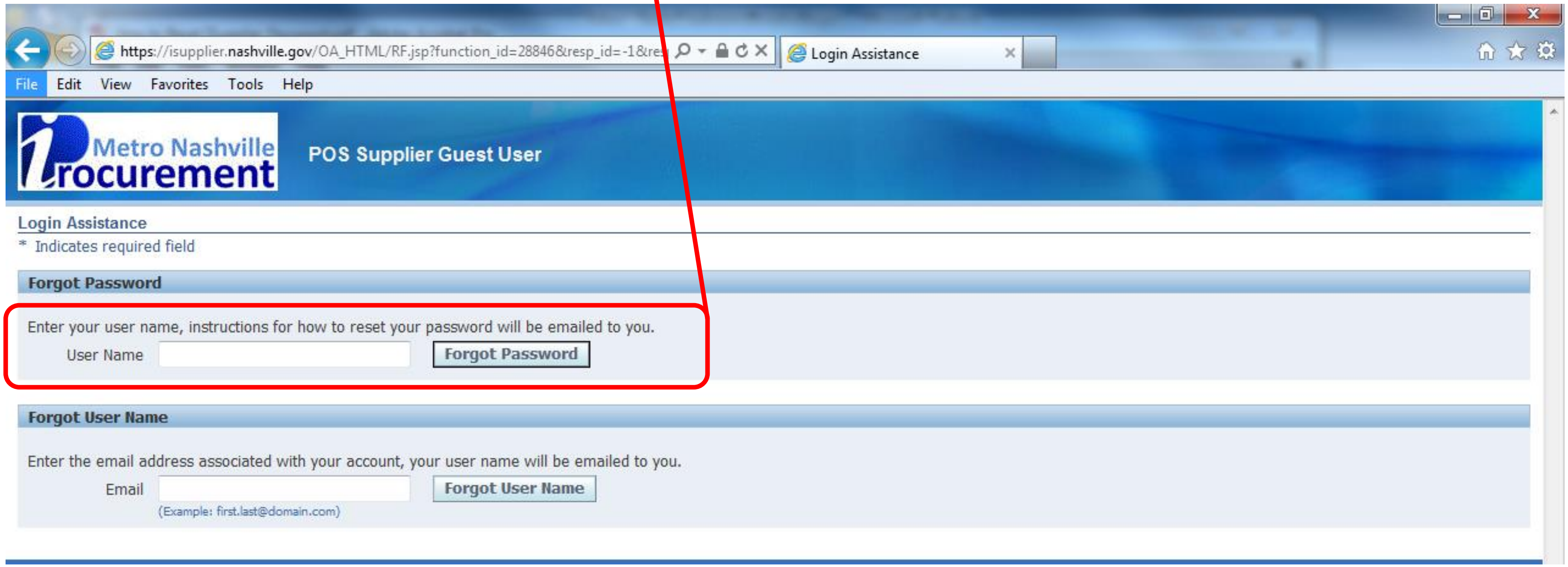
(example: 4u99v23)

Login
Cancel
Login Assistance

Accessibility None

Select a Language:
English

Enter User Name and Click "Forgot Password"


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=28846&resp_id=-1&re
Login Assistance
File
Edit
View
Favorites
Tools
Help
Metro Nashville
iProcurement
POS Supplier Guest User

Login Assistance

* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

Forgot Password

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

Email

(Example: first.last@domain.com)

Forgot User Name

An email confirmation message will be sent to you stating that your password reset has been accepted. You should receive an email with instructions on how to reset within 10-15 minutes.

Please be sure you check your junk and / or spam folder if the email notification isn't received in your inbox.

Some email security settings will not allow emails with certain subjects or email addresses to come through the company firewall. The email account these messages are being sent from is actually eml-ebswfprod@nashville.gov. Any suggestion to whitelist an address should use that one.

Your password reset email should look like the following:

From: Workflow Mailer [mailto:eml-ebswfprod@nashville.gov]
Sent: DATE AND TIME
To: USER NAME
Subject: FYI: Password Reset

To	**USER NAME**
Sent	**DATE AND TIME**
ID	

Reset your password and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

Click: “Reset your Password”

This is the only time the hyperlink will work in an email notification.

Your password must meet the following qualifications:

- Must be nine characters
- Must contain at least one number or special character
- Cannot contain back to back letters, numbers or characters (for example you cannot use “progress”)
- Password is case sensitive

Remember: You can only use Internet Explorer 9 (or earlier version) or Firefox.

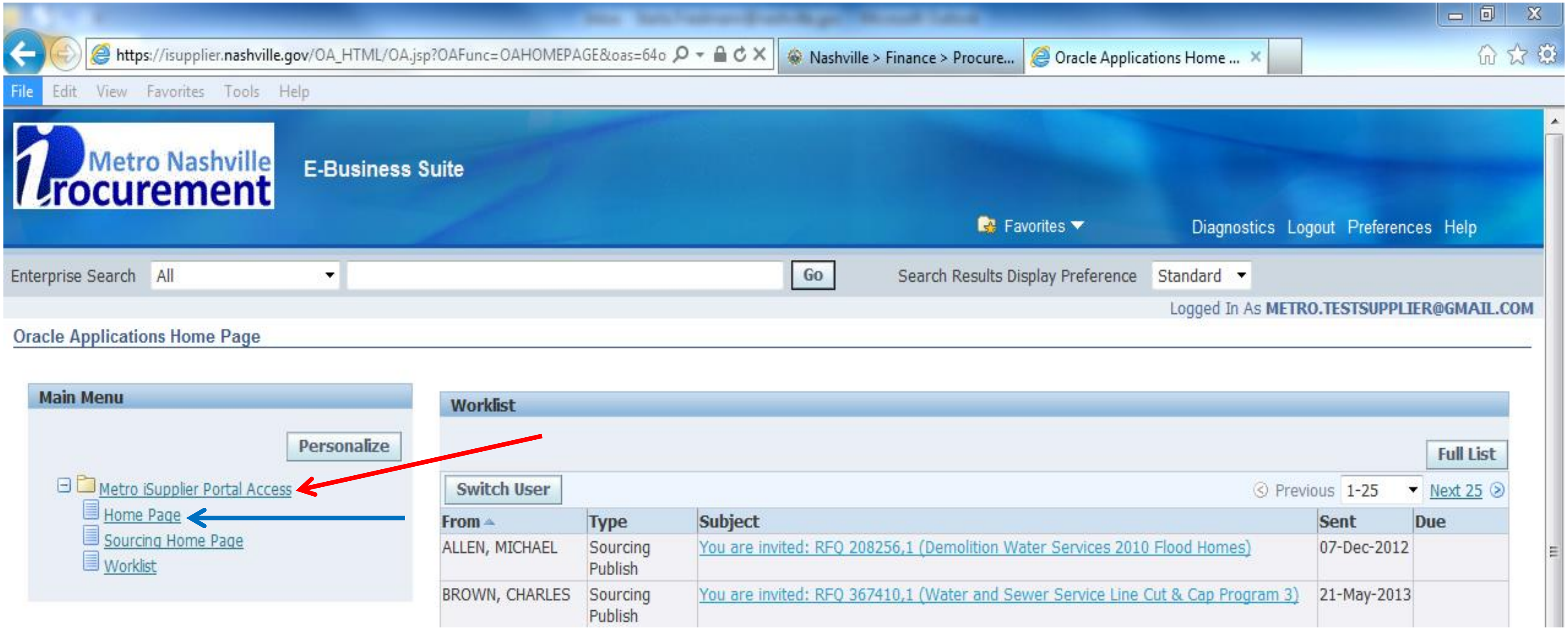
If you need additional assistance or have other questions, please contact isupplier@nashville.gov.

Now you should be able to login to the iSupplier system using the password you set.

Updating / Changing Address Information

Updating / Changing Address Information

Login to Metro iSupplier (see previous instructions)


Nashville > Finance > Procure...
Oracle Applications Home ...
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
E-Business Suite
Favorites
Diagnostics
Logout
Preferences
Help
Go
Oracle Applications Home Page
Main Menu
Personalize
Metro iSupplier Portal Access
Home Page
Sourcing Home Page
Worklist
Worklist
Full List
Switch User
Previous
Next 25

https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o

Enterprise Search: All

Search Results Display Preference: Standard

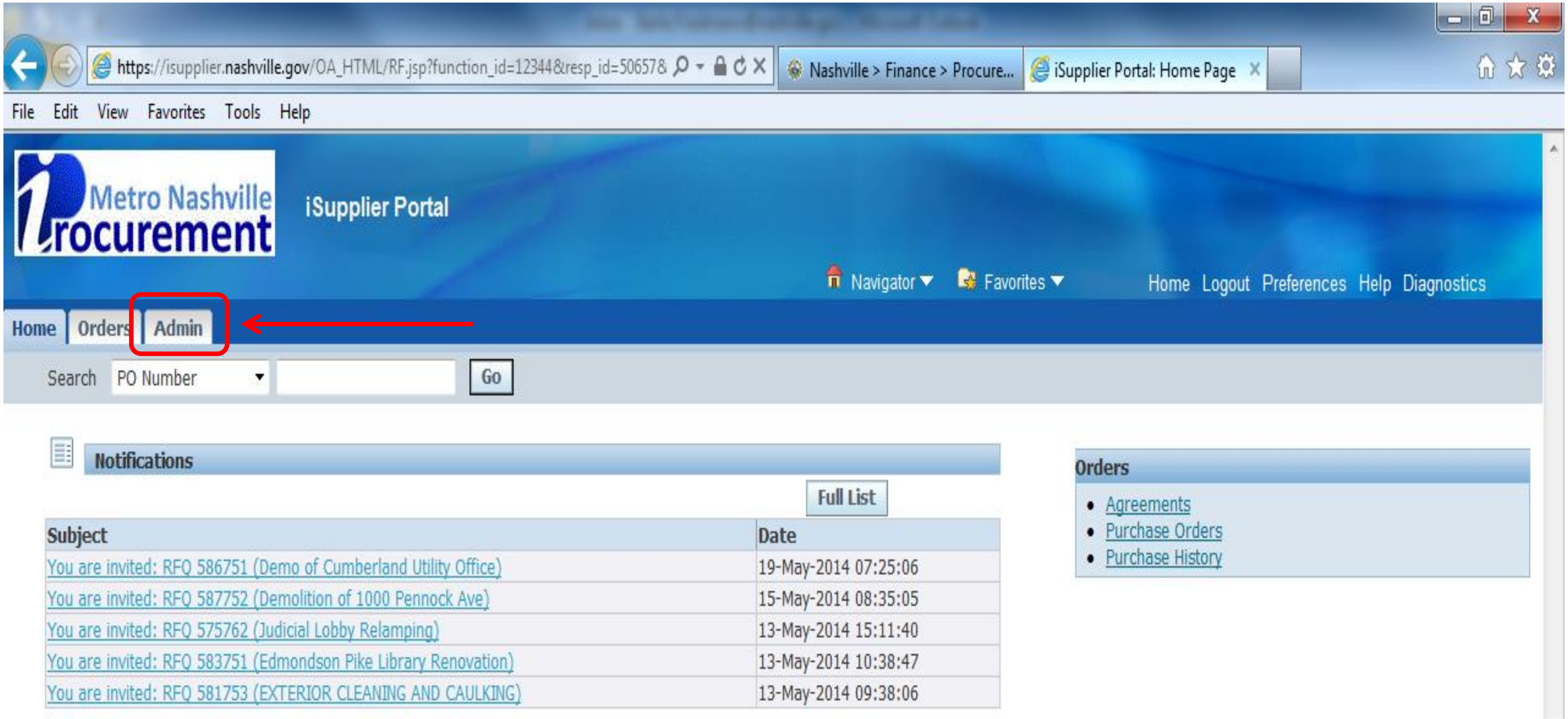
Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

1-25

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: "Metro iSupplier Portal Access"

Click: "Home Page"


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&
Nashville > Finance > Procure...
iSupplier Portal: Home Page
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help Diagnostics
Home
Orders
Admin
Search
PO Number
Go
Full List

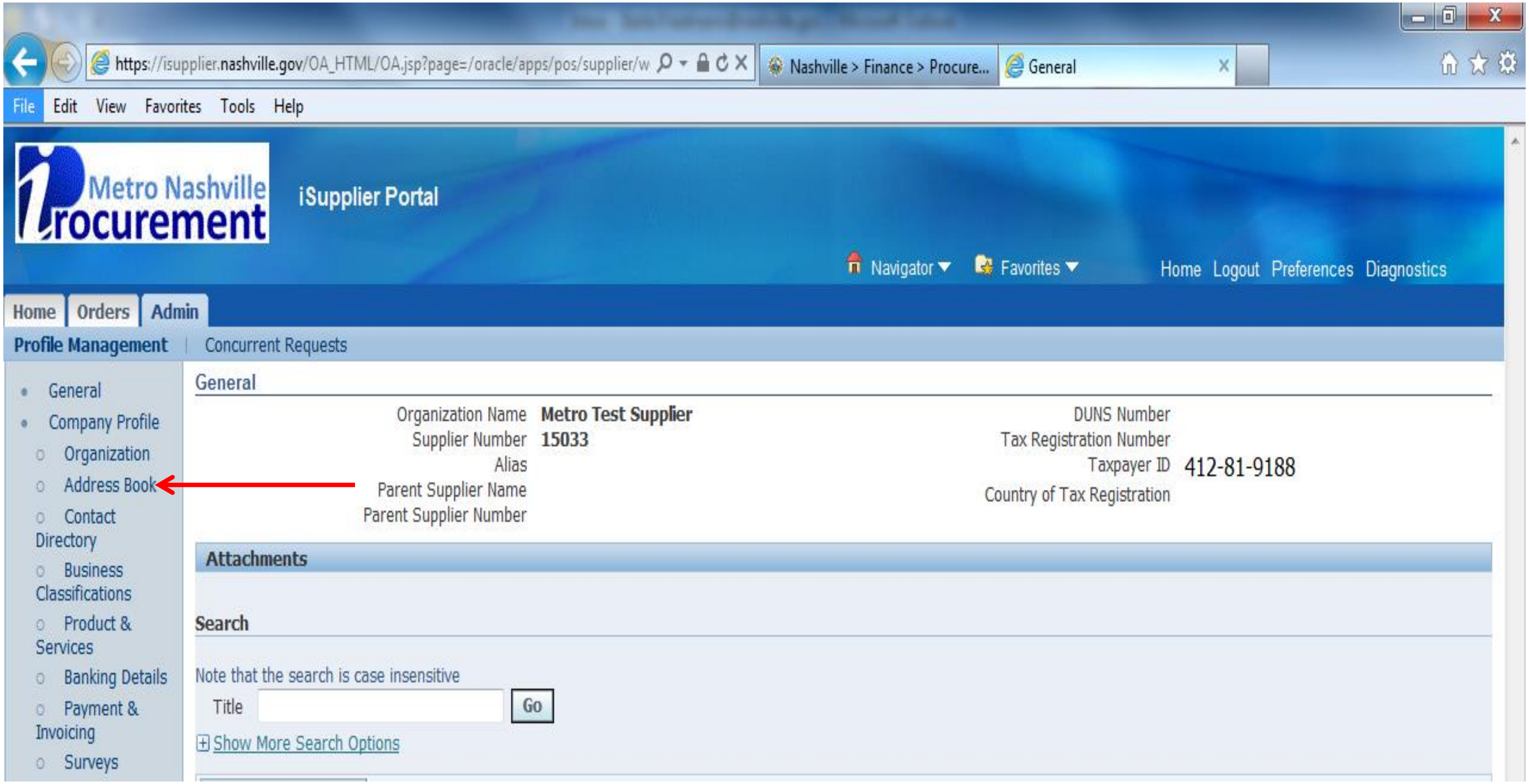
Notifications

Subject	Date
You are invited: RFQ 586751 (Demo of Cumberland Utility Office)	19-May-2014 07:25:06
You are invited: RFQ 587752 (Demolition of 1000 Pennock Ave)	15-May-2014 08:35:05
You are invited: RFQ 575762 (Judicial Lobby Relamping)	13-May-2014 15:11:40
You are invited: RFQ 583751 (Edmondson Pike Library Renovation)	13-May-2014 10:38:47
You are invited: RFQ 581753 (EXTERIOR CLEANING AND CAULKING)	13-May-2014 09:38:06

Orders

- Agreements
- Purchase Orders
- Purchase History

Click: “Admin” tab


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
General
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Diagnostics
Home Orders Admin
Profile Management | Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Go
Show More Search Options

General

Organization Name **Metro Test Supplier**
Supplier Number **15033**
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID 412-81-9188
Country of Tax Registration

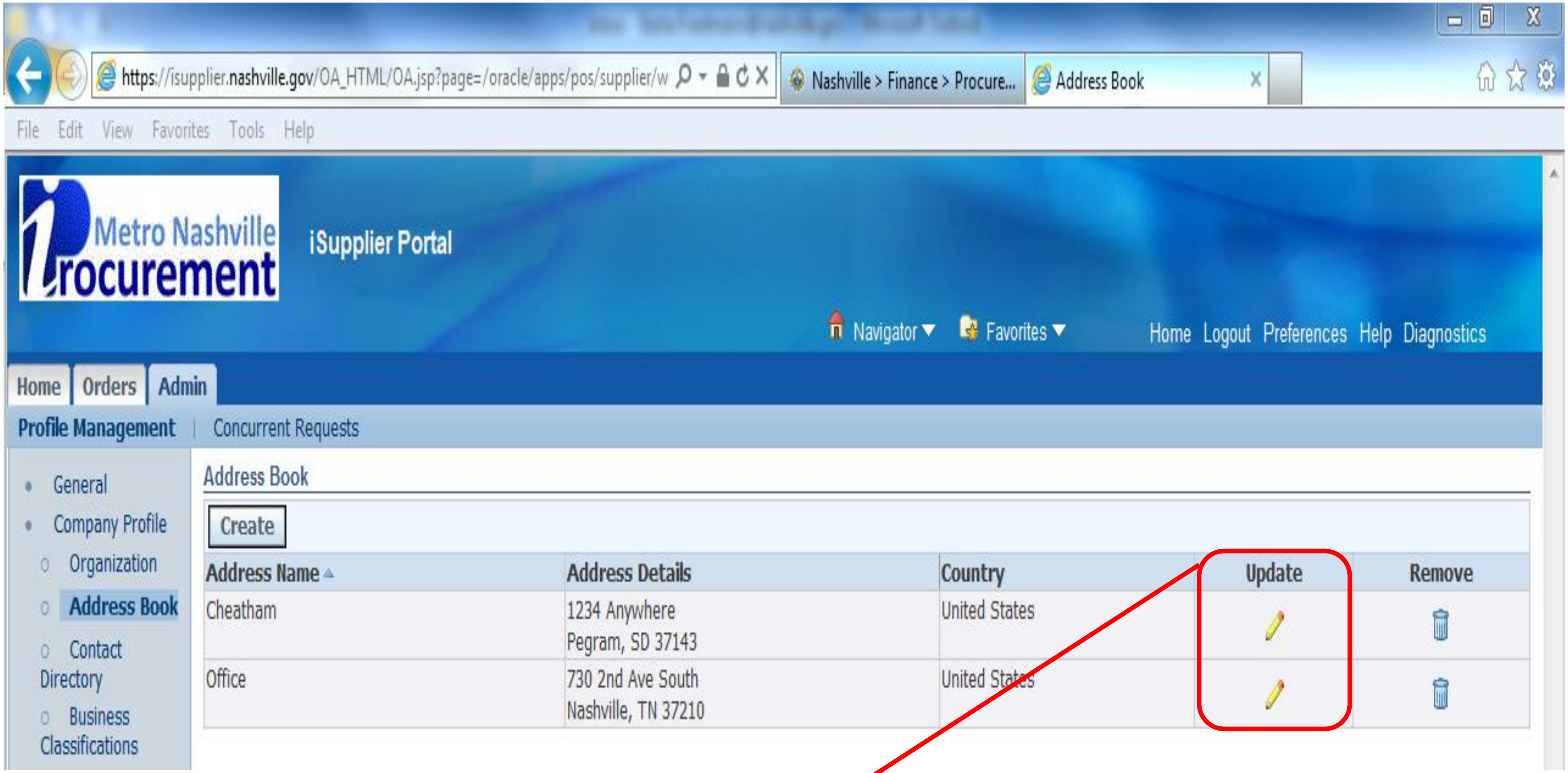
Attachments

Search

Note that the search is case insensitive

Title

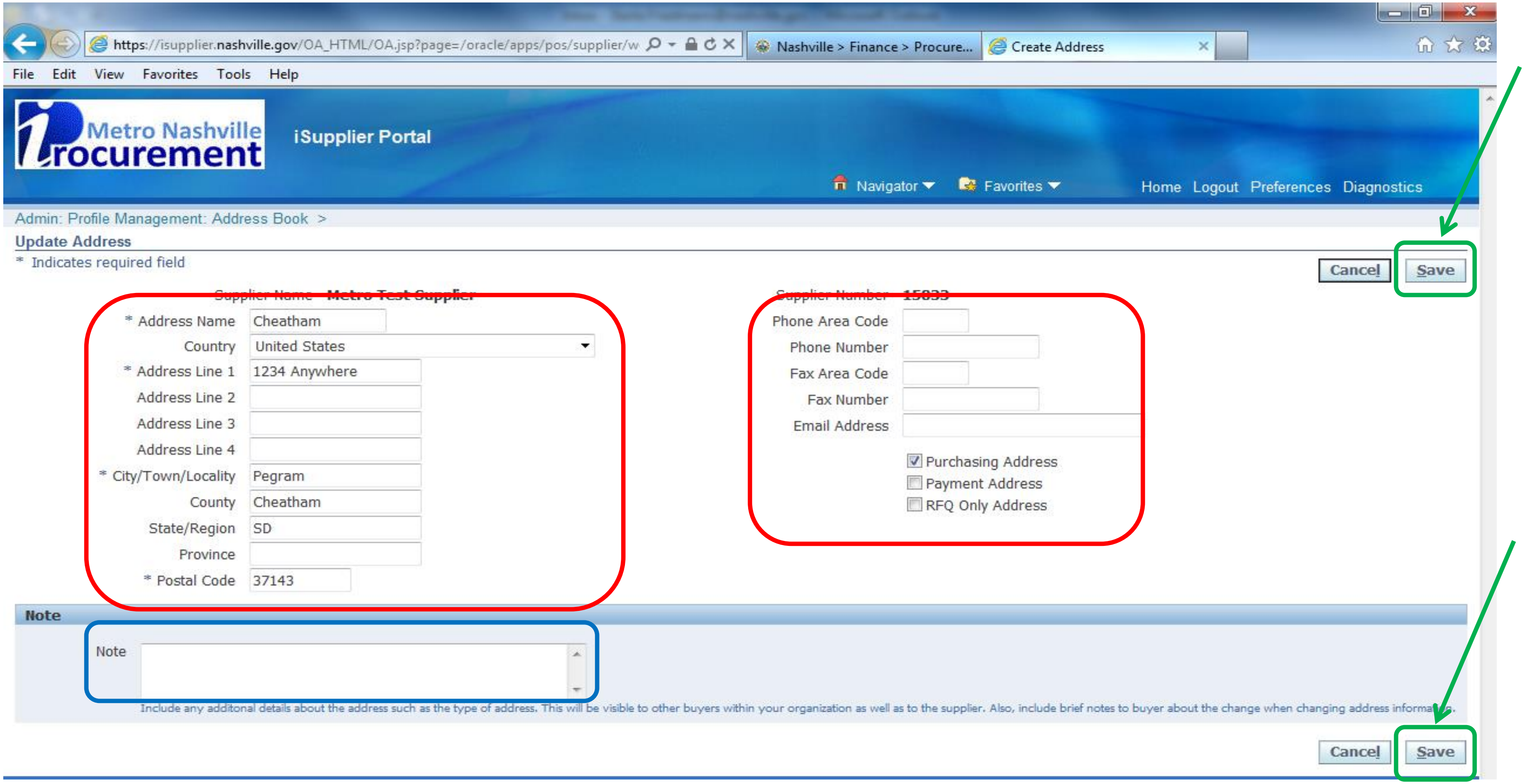
Click: “Address Book”


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
Address Book
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help Diagnostics
Home Orders Admin
Profile Management | Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Create

Address Book

Address Name	Address Details	Country	Update	Remove
Cheatham	1234 Anywhere Pegram, SD 37143	United States	✎	🗑
Office	730 2nd Ave South Nashville, TN 37210	United States	✎	🗑

Click: "Update Pencil" to select appropriate Address



https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
Create Address
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Diagnostics
Cancel
Save
Note
Cancel
Save

Admin: Profile Management: Address Book >

Update Address

* Indicates required field

Supplier Name Metro Test Supplier

Supplier Number 15833

* Address Name	Cheatham
Country	United States
* Address Line 1	1234 Anywhere
Address Line 2	
Address Line 3	
Address Line 4	
* City/Town/Locality	Pegram
County	Cheatham
State/Region	SD
Province	
* Postal Code	37143

Phone Area Code	
Phone Number	
Fax Area Code	
Fax Number	
Email Address	

☑ Purchasing Address
☐ Payment Address
☐ RFQ Only Address

Note

Include any additonal details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Change / Update all applicable Address Information

Enter desired information in the Note field (example: Moved to new location)

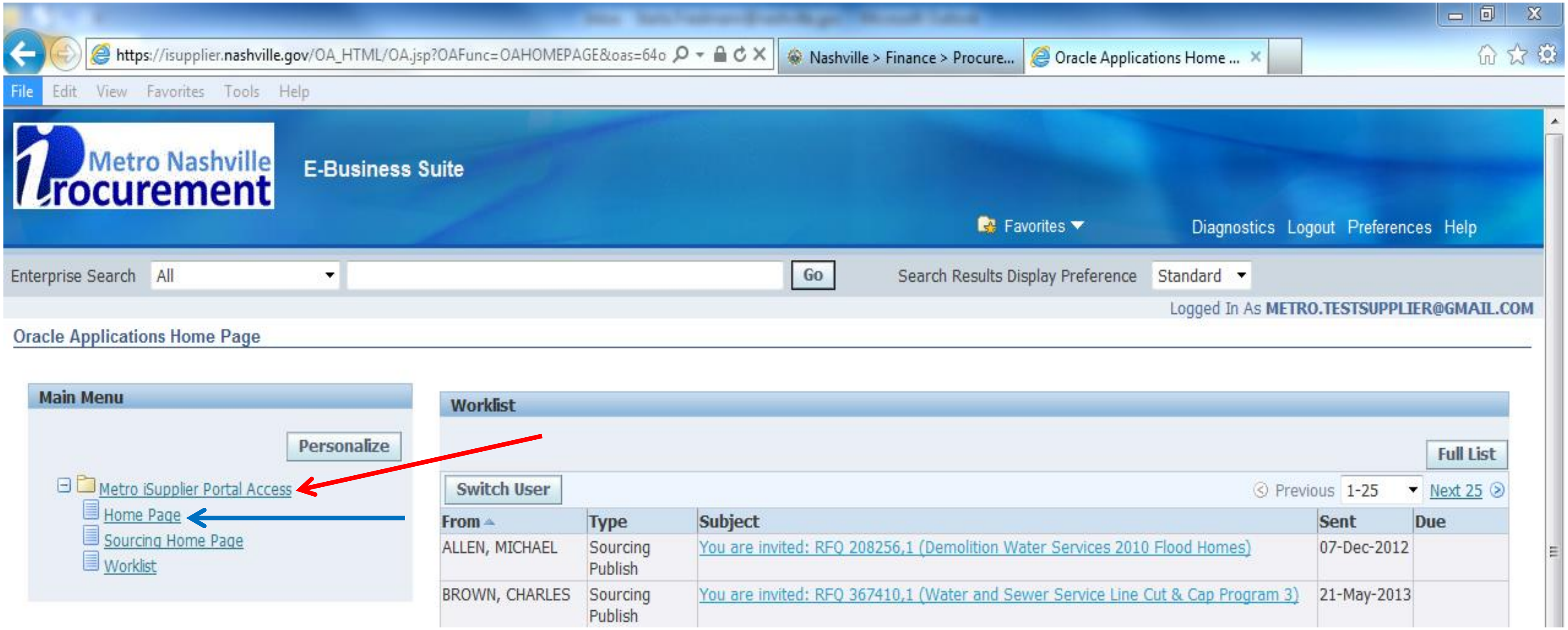
Click: “Save”

End of Procedure!!

Adding a New Contact

Adding a New Contact

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File
Edit
View
Favorites
Tools
Help
Metro Nashville
Procurement
E-Business Suite
Favorites
Diagnostics
Logout
Preferences
Help
Enterprise Search
All
Go
Search Results Display Preference
Standard
Main Menu
Personalize
Metro iSupplier Portal Access
Home Page
Sourcing Home Page
Worklist
Worklist
Full List
Switch User
Previous
1-25
Next 25

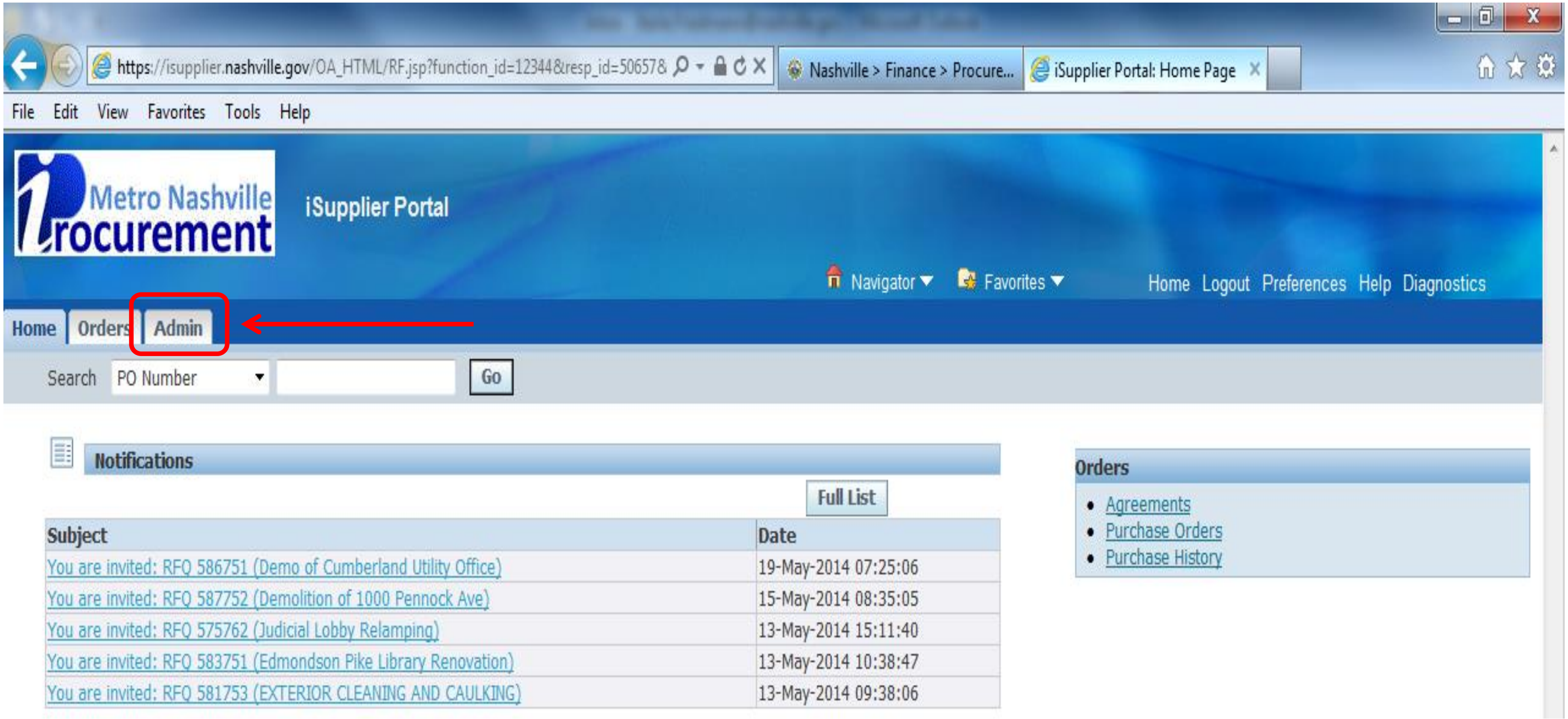
Logged In As METRO.TESTSUPPLIER@GMAIL.COM

Oracle Applications Home Page

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: "Metro iSupplier Portal Access"

Click: "Home Page"


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&
Nashville > Finance > Procure...
iSupplier Portal: Home Page
File
Edit
View
Favorites
Tools
Help
Metro Nashville
Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Search
PO Number
Go
Full List
Orders
Agreements
Purchase Orders
Purchase History

Notifications

Subject	Date
You are invited: RFQ 586751 (Demo of Cumberland Utility Office)	19-May-2014 07:25:06
You are invited: RFQ 587752 (Demolition of 1000 Pennock Ave)	15-May-2014 08:35:05
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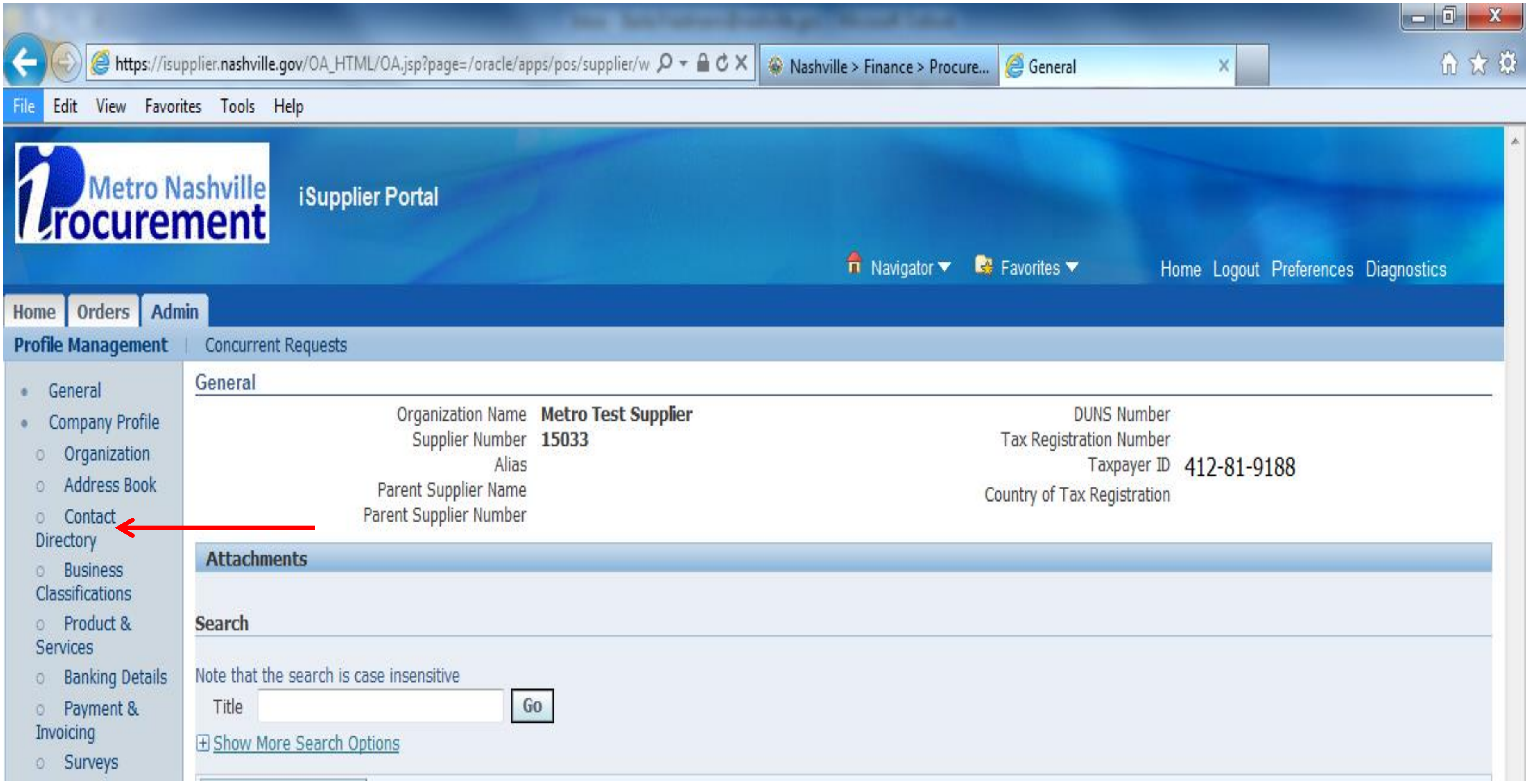
You are invited: RFQ 583751 (Edmondson Pike Library Renovation)	13-May-2014 10:38:47
You are invited: RFQ 581753 (EXTERIOR CLEANING AND CAULKING)	13-May-2014 09:38:06

Click: “Admin” tab


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
General
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Favorites
Tools
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Metro Nashville
iProcurement
iSupplier Portal
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Logout
Preferences
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys

General

Organization Name **Metro Test Supplier**
Supplier Number **15033**
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID 412-81-9188
Country of Tax Registration

Attachments

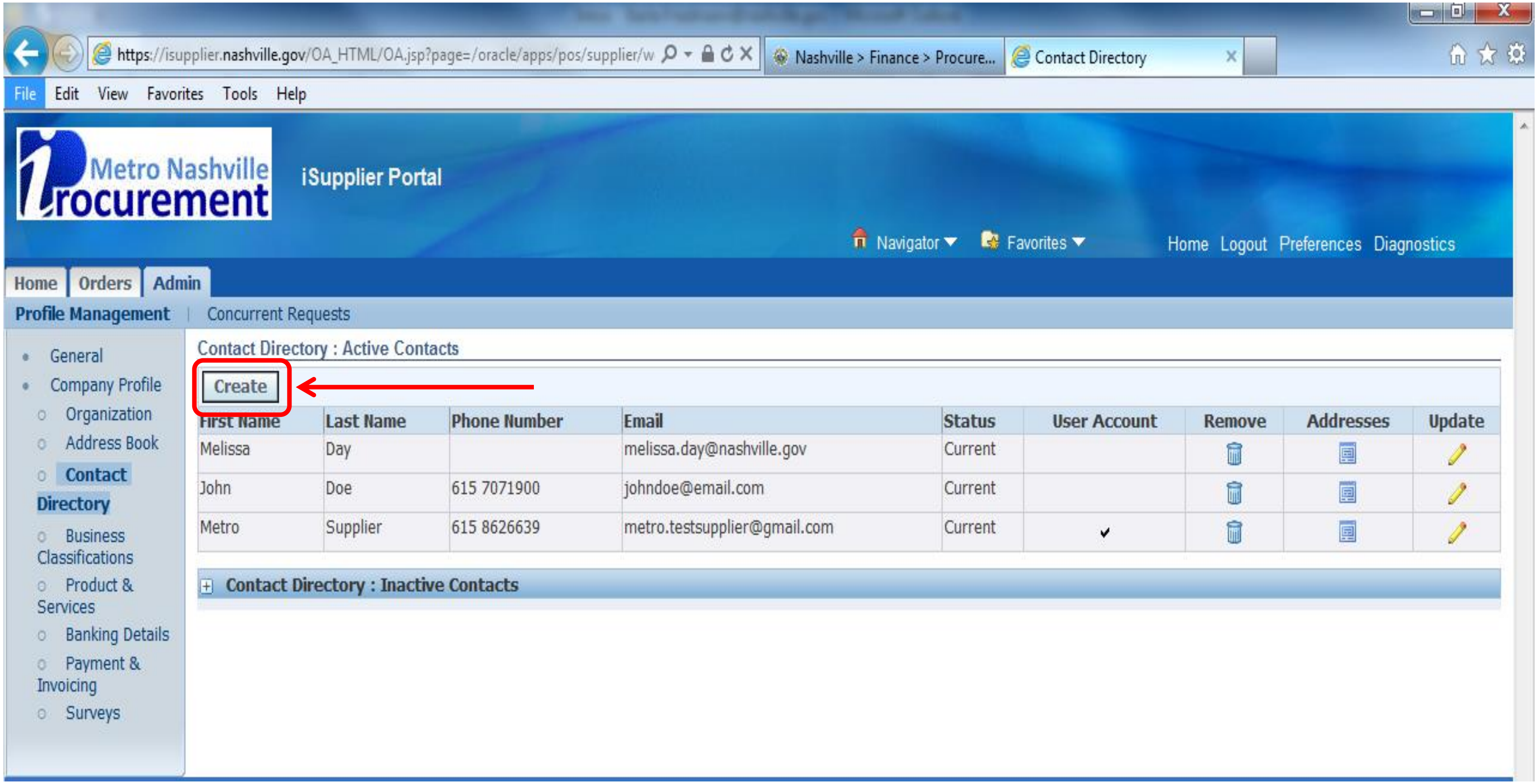
Search

Note that the search is case insensitive

Title

Go
Show More Search Options

Click: “Contact Directory”

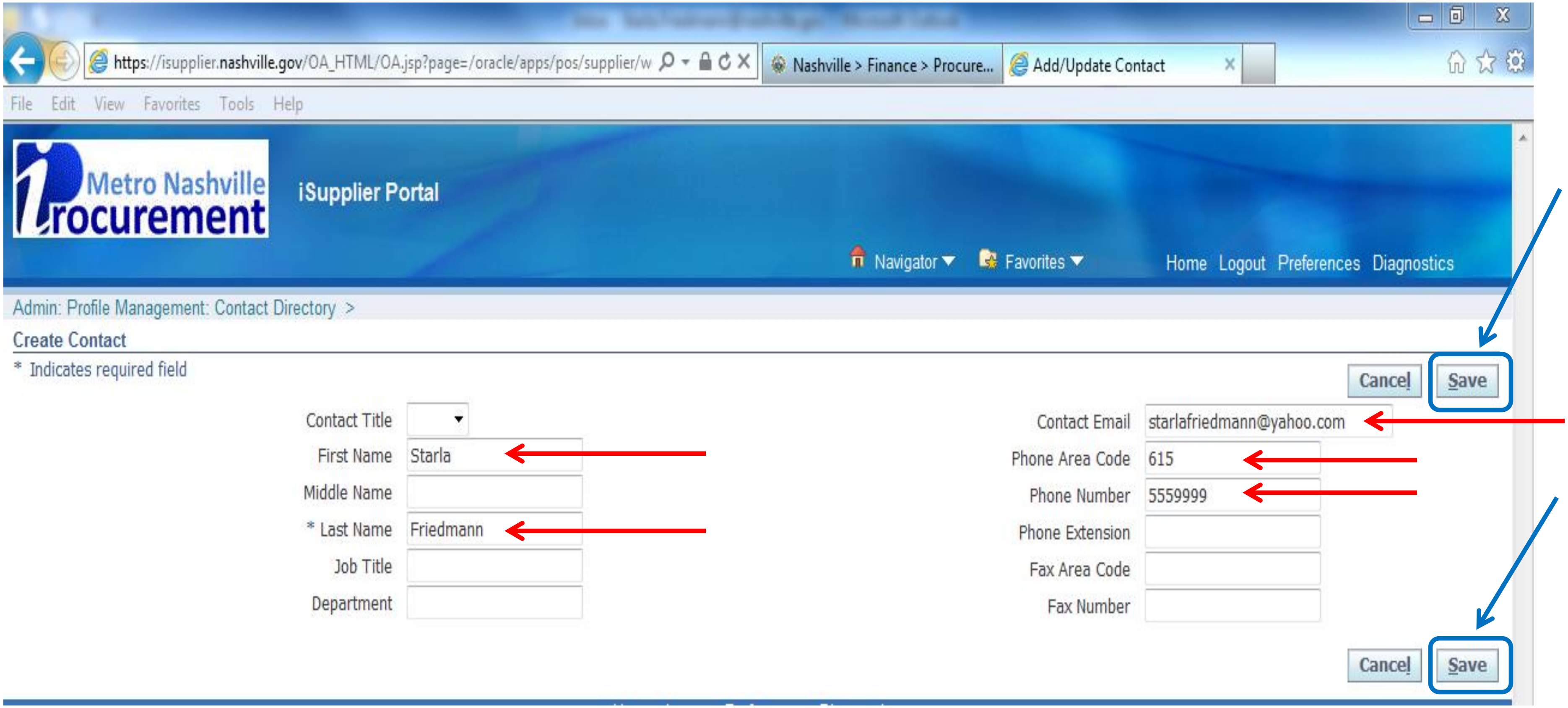

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
Contact Directory
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Create
Contact Directory : Inactive Contacts

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Melissa	Day		melissa.day@nashville.gov	Current				
John	Doe	615 7071900	johndoe@email.com	Current				
Metro	Supplier	615 8626639	metro.testsupplier@gmail.com	Current	✓			

Click: "Create"

Note: iSupplier will send out email notifications regarding Bid Opportunities to the contact user account whose last name is first alphabetically. Vendors are strongly encouraged to set up a distribution email account within their company to ensure that correct individuals receive these notifications. Purchase Orders are sent electronically to all email addresses in the Contact Directory that have a user account.


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
Add/Update Contact
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Diagnostics
Cancel
Save
Cancel
Save

Admin: Profile Management: Contact Directory >

Create Contact

* Indicates required field

Contact Title:
First Name: Starla
Middle Name:
* Last Name: Friedmann
Job Title:
Department:
Contact Email: starlafriedmann@yahoo.com
Phone Area Code: 615
Phone Number: 5559999
Phone Extension:
Fax Area Code:
Fax Number:

Enter: First / Last Name, Contact Email and Phone Number **(You may fill in other information fields but it isn't required.)**

Click: "Save"

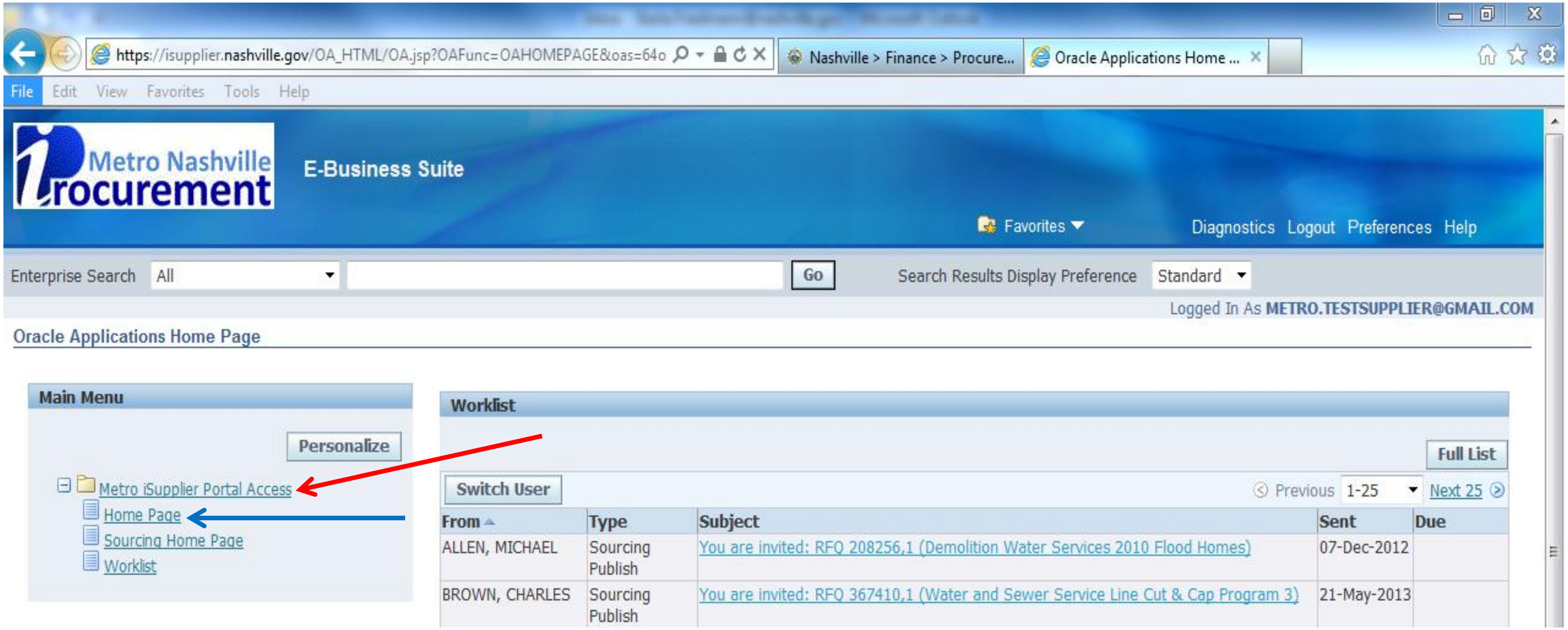
End of Procedure!!

Note: iSupplier will send out email notifications regarding Bid Opportunities to the contact user account whose last name is first alphabetically. Vendors are strongly encouraged to set up a distribution email account within their company to ensure that correct individuals receive these notifications. Purchase Orders are sent electronically to all email addresses in the Contact Directory that have a user account.

Updating / Changing Contact Information

Updating / Changing Contact Information

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File Edit View Favorites Tools Help
Metro Nashville iProcurement
E-Business Suite
Favorites
Diagnostics Logout Preferences Help
Go
Oracle Applications Home Page
Main Menu
Personalize
Worklist
Full List
Switch User
Previous
Next 25

Enterprise Search: All

Search Results Display Preference: Standard

Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

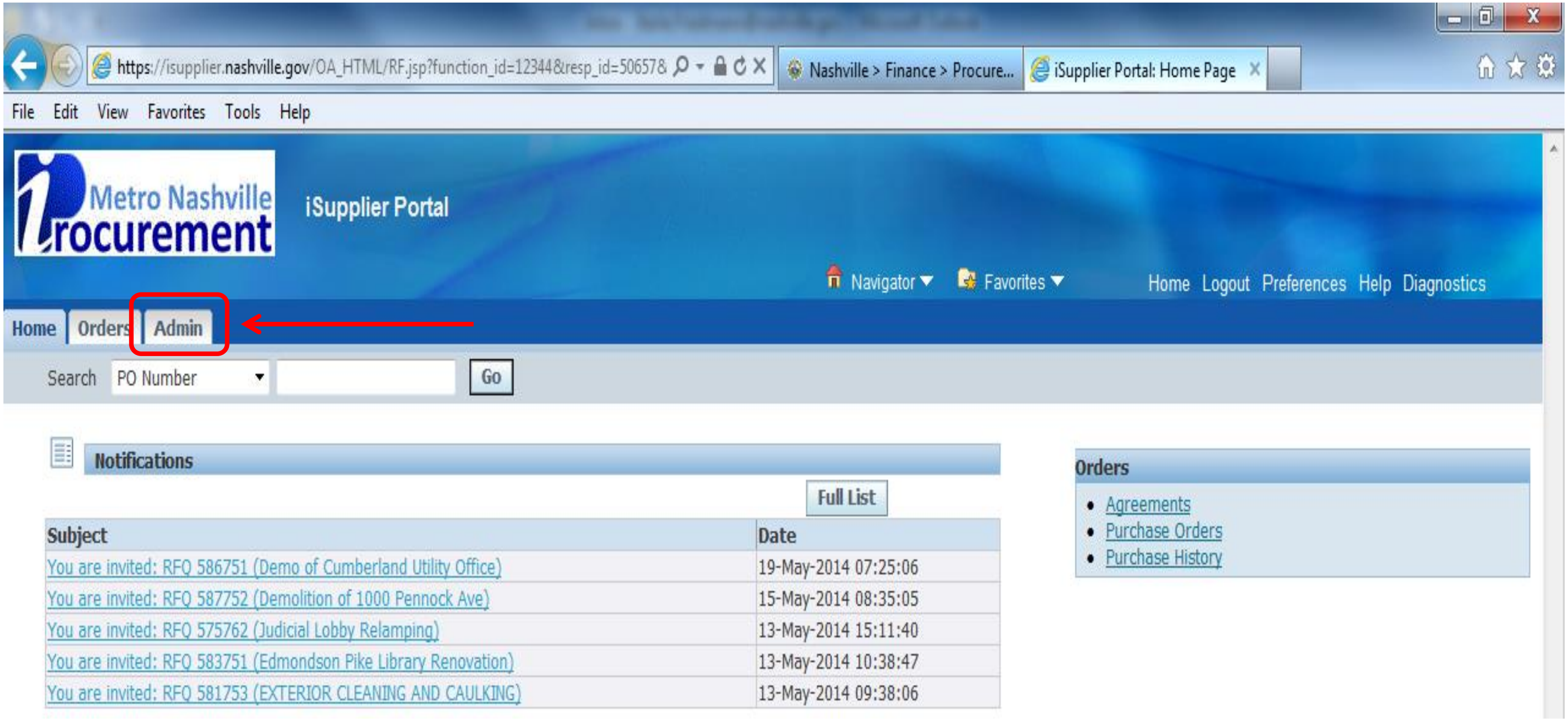
Main Menu
- Metro iSupplier Portal Access
  - Home Page
  - Sourcing Home Page
  - Worklist

Worklist (1-25)

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&
Nashville > Finance > Procure...
iSupplier Portal: Home Page
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Go
Full List

Search: PO Number

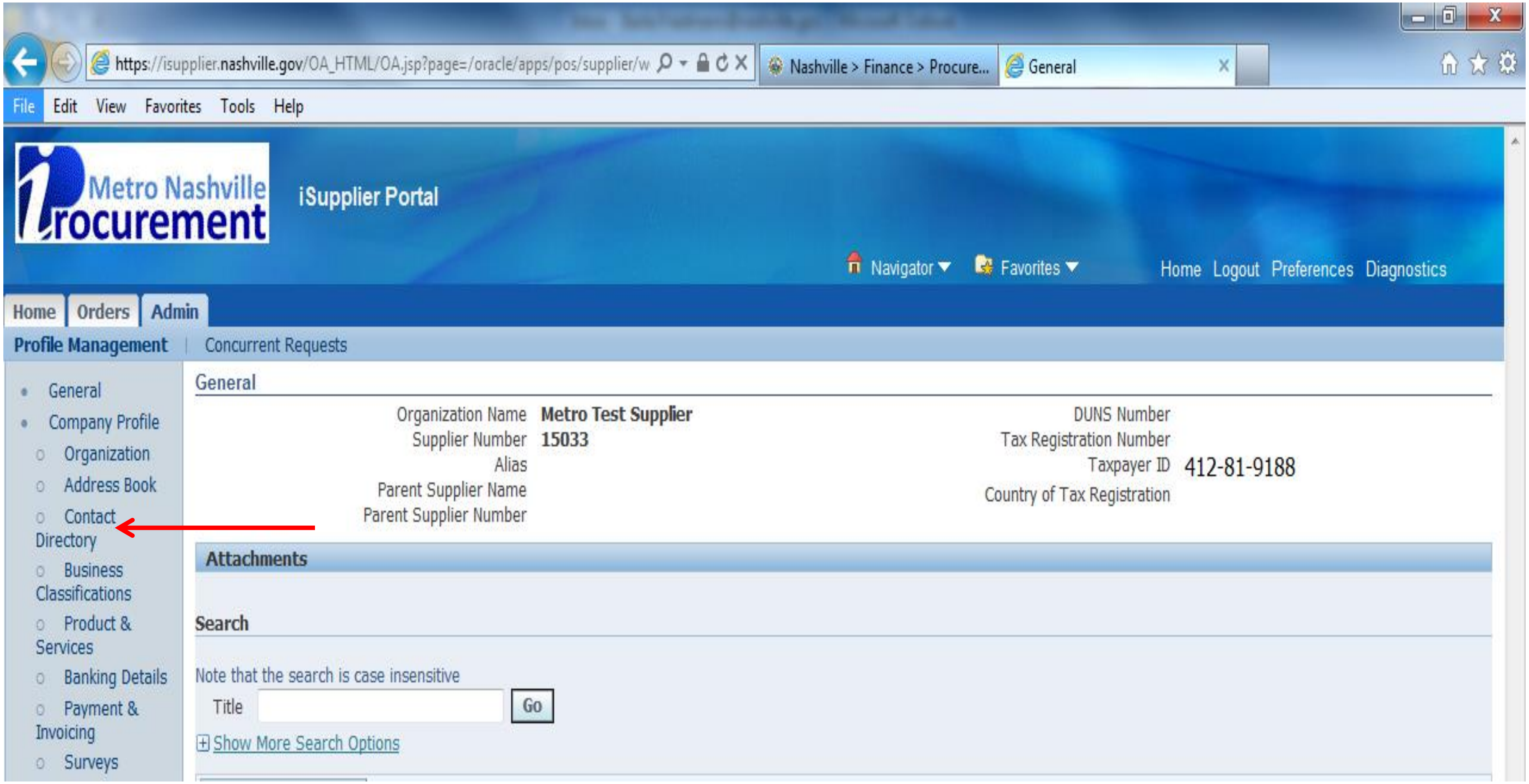
Notifications

Subject	Date
You are invited: RFQ 586751 (Demo of Cumberland Utility Office)	19-May-2014 07:25:06
You are invited: RFQ 587752 (Demolition of 1000 Pennock Ave)	15-May-2014 08:35:05
You are invited: RFQ 575762 (Judicial Lobby Relamping)	13-May-2014 15:11:40
You are invited: RFQ 583751 (Edmondson Pike Library Renovation)	13-May-2014 10:38:47
You are invited: RFQ 581753 (EXTERIOR CLEANING AND CAULKING)	13-May-2014 09:38:06

Orders

- Agreements
- Purchase Orders
- Purchase History

Click: “Admin” tab


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
General
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Go
Show More Search Options

General

Organization Name: **Metro Test Supplier**
Supplier Number: **15033**
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID: 412-81-9188
Country of Tax Registration

Attachments

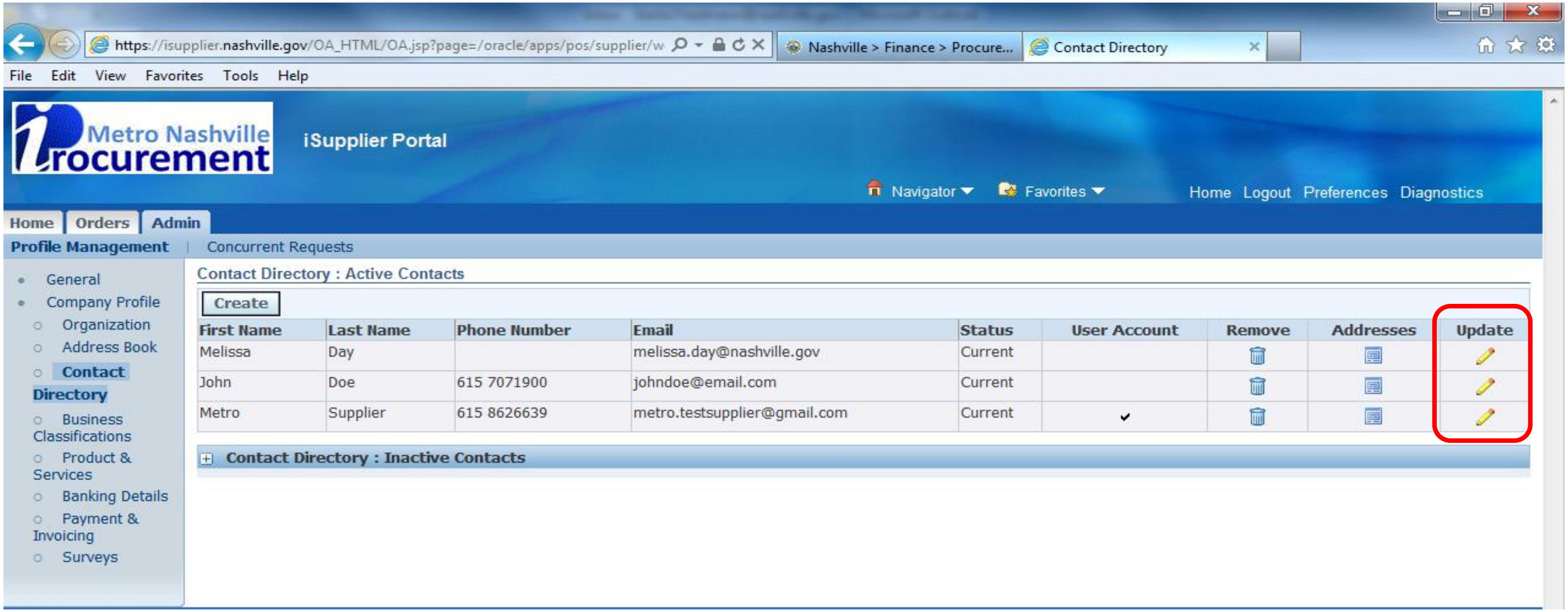
Search

Note that the search is case insensitive

Title

Click: "Contact Directory"

All fields for Contacts without a "User Account" can be updated / changed.
The "Email" for Contacts with a "User Account" cannot be changed. If the email for a Contact with a User Account changes, the existing account must be removed (inactivated) and a new User Account must created.

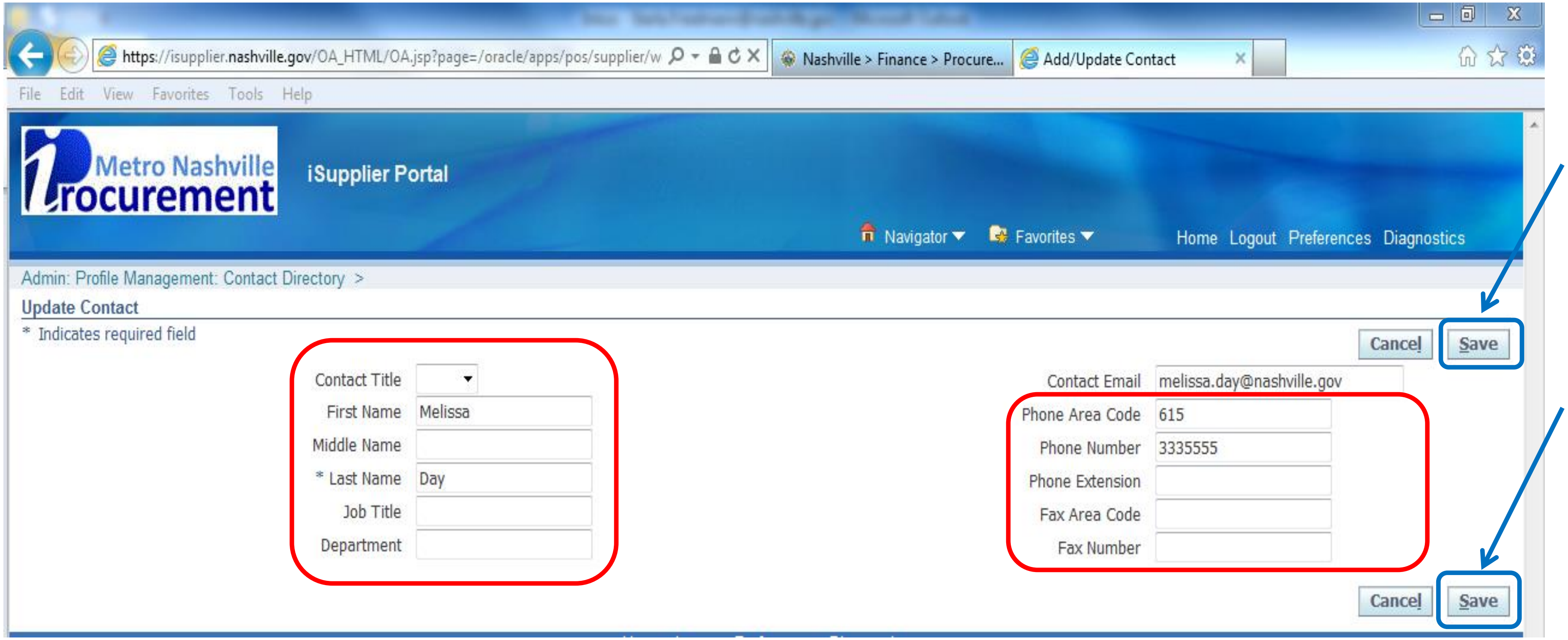

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
Contact Directory
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Diagnostics
Home Orders Admin
Profile Management | Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Create

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Melissa	Day		melissa.day@nashville.gov	Current		🗑	▤	✎
John	Doe	615 7071900	johndoe@email.com	Current		🗑	▤	✎
Metro	Supplier	615 8626639	metro.testsupplier@gmail.com	Current	✓	🗑	▤	✎

⊞ Contact Directory : Inactive Contacts

Click: Appropriate "Update Pencil"



https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
Add/Update Contact
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Diagnostics
Cancel
Save

Admin: Profile Management: Contact Directory >

Update Contact

* Indicates required field

Contact Title	
First Name	Melissa
Middle Name	
* Last Name	Day
Job Title	
Department	

Contact Email	melissa.day@nashville.gov
Phone Area Code	615
Phone Number	3335555
Phone Extension	
Fax Area Code	
Fax Number	

Update / Change Desired Information
Click: "Save"

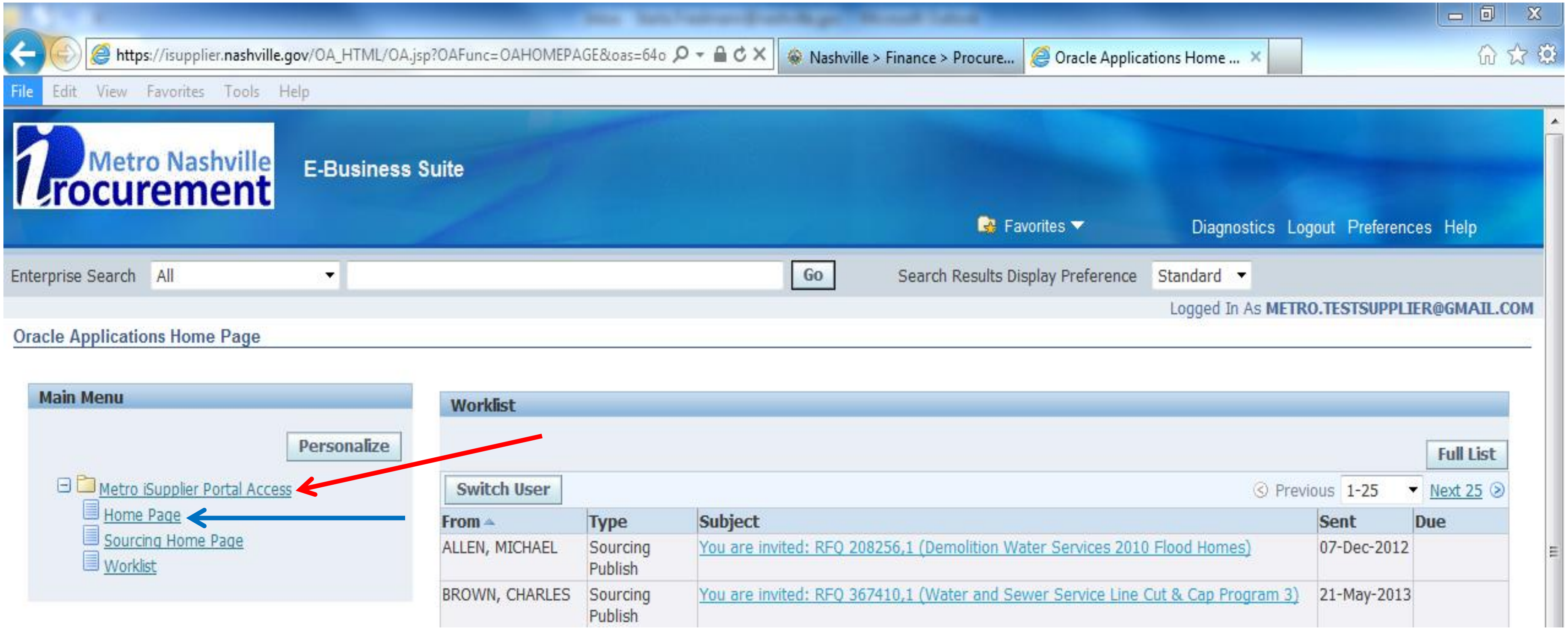
End of Procedure!!

Note: The email for contacts with a user account should not be changed / updated. If the email for a user account has changed, a new user account will need to be created and the old user account will need to be removed / inactivated.

Removing / Inactivating Contact Information

Removing / Inactivating Contact Information

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
E-Business Suite
Favorites
Diagnostics
Logout
Preferences
Help
Enterprise Search
All
Go
Search Results Display Preference
Standard
Main Menu
Personalize
Metro iSupplier Portal Access
Home Page
Sourcing Home Page
Worklist
Worklist
Full List
Switch User
Previous
1-25
Next 25

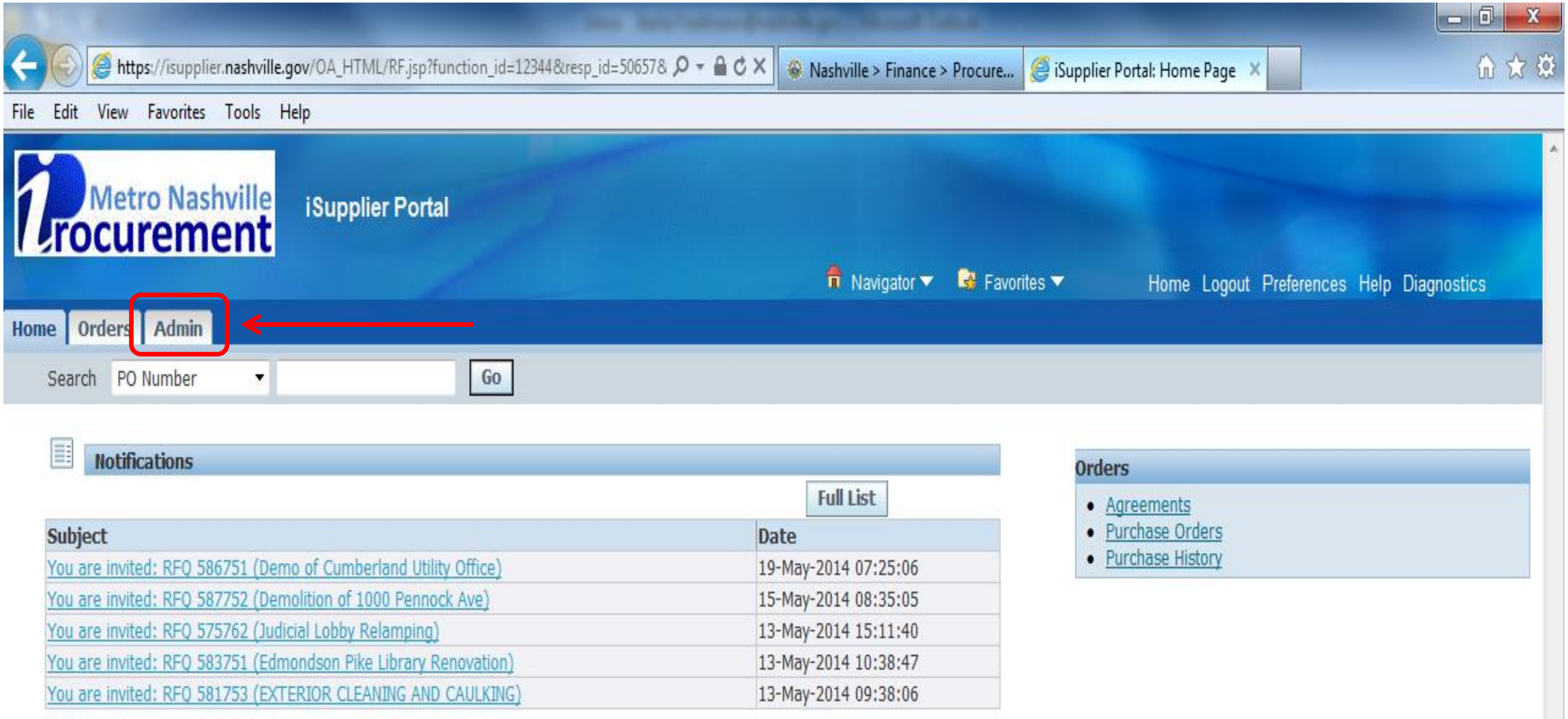
Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

Oracle Applications Home Page

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: "Metro iSupplier Portal Access"

Click: "Home Page"


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&
Nashville > Finance > Procure...
iSupplier Portal: Home Page
File
Edit
View
Favorites
Tools
Help
Metro Nashville
Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Search
PO Number
Go
Notifications
Full List
Orders

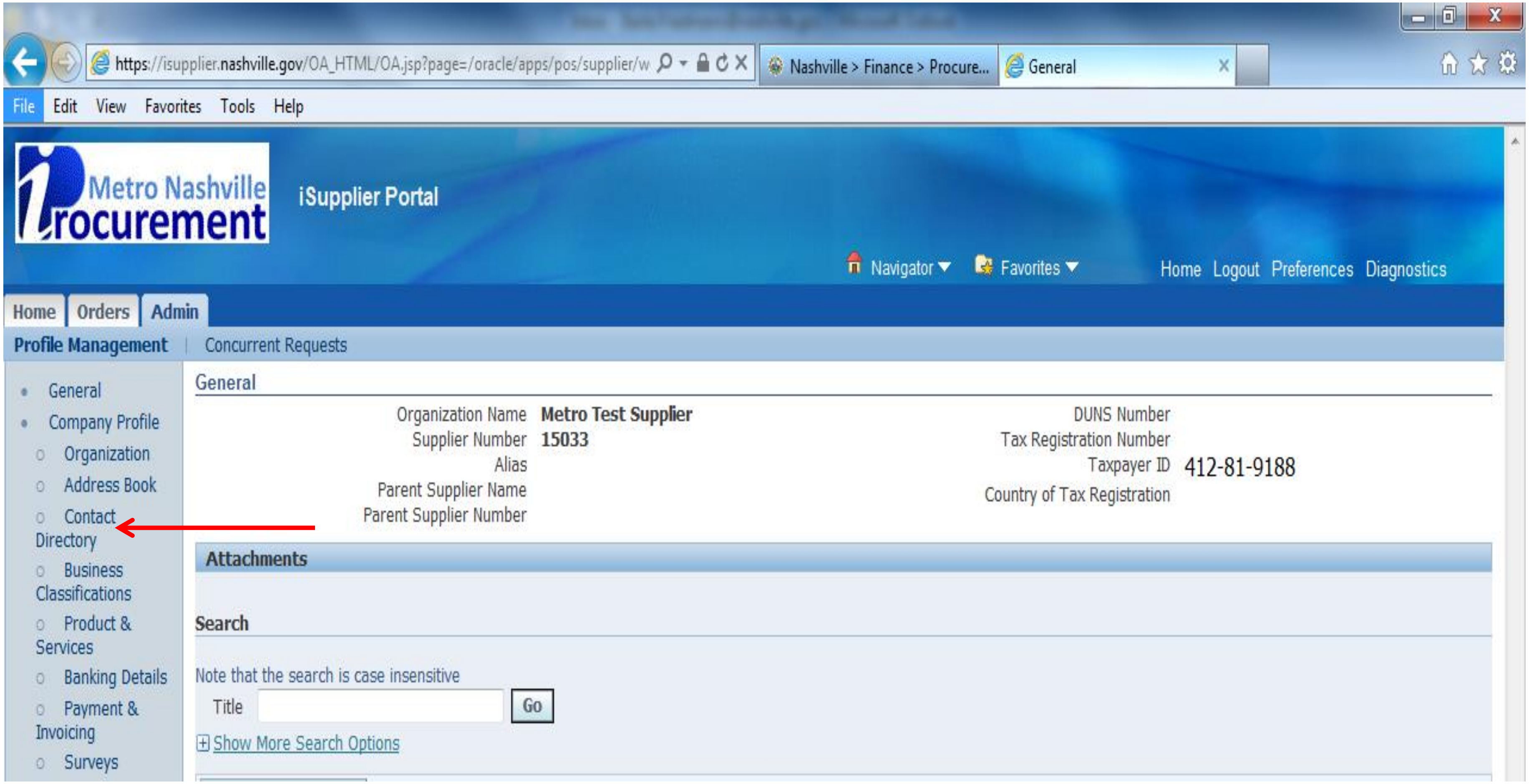
Notifications

Subject	Date
You are invited: RFQ 586751 (Demo of Cumberland Utility Office)	19-May-2014 07:25:06
You are invited: RFQ 587752 (Demolition of 1000 Pennock Ave)	15-May-2014 08:35:05
You are invited: RFQ 575762 (Judicial Lobby Relamping)	13-May-2014 15:11:40
You are invited: RFQ 583751 (Edmondson Pike Library Renovation)	13-May-2014 10:38:47
You are invited: RFQ 581753 (EXTERIOR CLEANING AND CAULKING)	13-May-2014 09:38:06

Orders

- Agreements
- Purchase Orders
- Purchase History

Click: “Admin” tab


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
General
File
Edit
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Favorites
Tools
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Metro Nashville Procurement
iSupplier Portal
Navigator
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Logout
Preferences
Diagnostics
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Orders
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Profile Management
Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys

General

Organization Name **Metro Test Supplier**
Supplier Number **15033**
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID 412-81-9188
Country of Tax Registration

Attachments

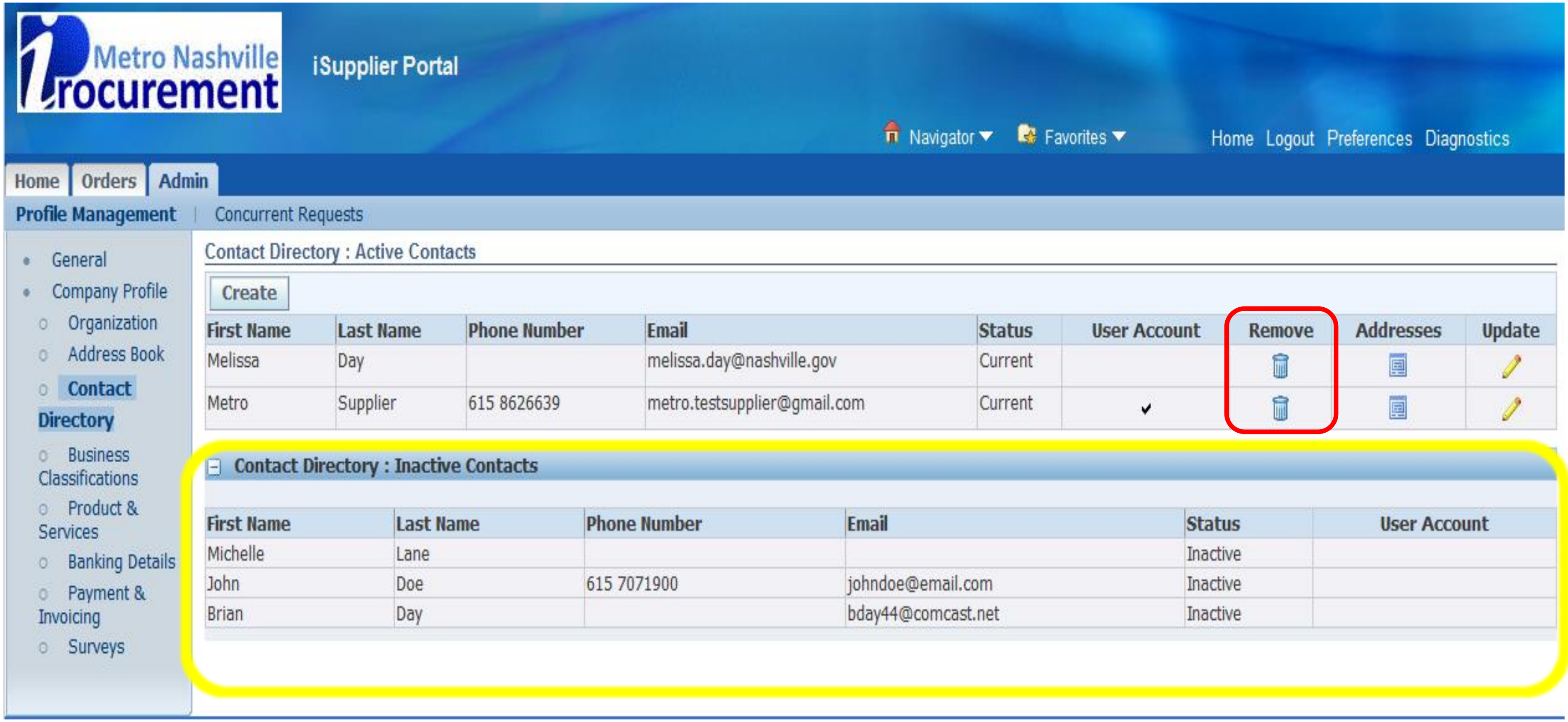
Search

Note that the search is case insensitive

Title ☐ Go

⊞ Show More Search Options

Click: "Contact Directory"


Metro Nashville
iProcurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Create

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Melissa	Day		melissa.day@nashville.gov	Current		🗑	▤	✎
Metro	Supplier	615 8626639	metro.testsupplier@gmail.com	Current	✓	🗑	▤	✎

Contact Directory : Inactive Contacts

First Name	Last Name	Phone Number	Email	Status	User Account
Michelle	Lane			Inactive	
John	Doe	615 7071900	johndoe@email.com	Inactive	
Brian	Day		bday44@comcast.net	Inactive	

Click: Appropriate “Trash Can” from the “Remove” Column

End of Procedure!!

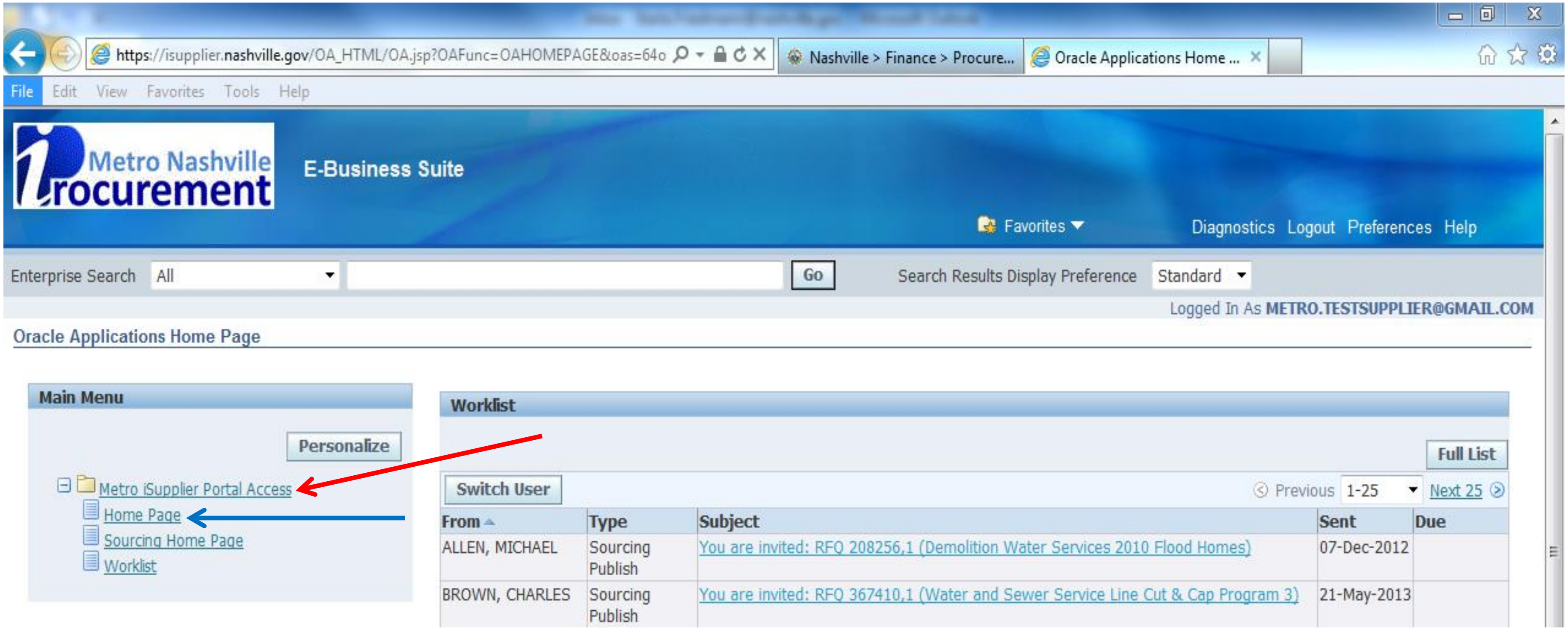
Note Highlighted Area: When a contact is removed, it is not deleted from your Supplier Profile. The “removed” contact will be moved from your “Active Contacts” to your “Inactive Contacts.”

Note: iSupplier will not accept duplicate email addresses. Each contact must have a unique / separate email address.

Adding Product / Services Codes

Adding Product / Services

Login to Metro iSupplier (see previous instructions)


File
Edit
View
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Nashville > Finance > Procure...
Oracle Applications Home ...
Metro Nashville iProcurement
E-Business Suite
Favorites
Diagnostics
Logout
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https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o

Enterprise Search: All

Search Results Display Preference: Standard

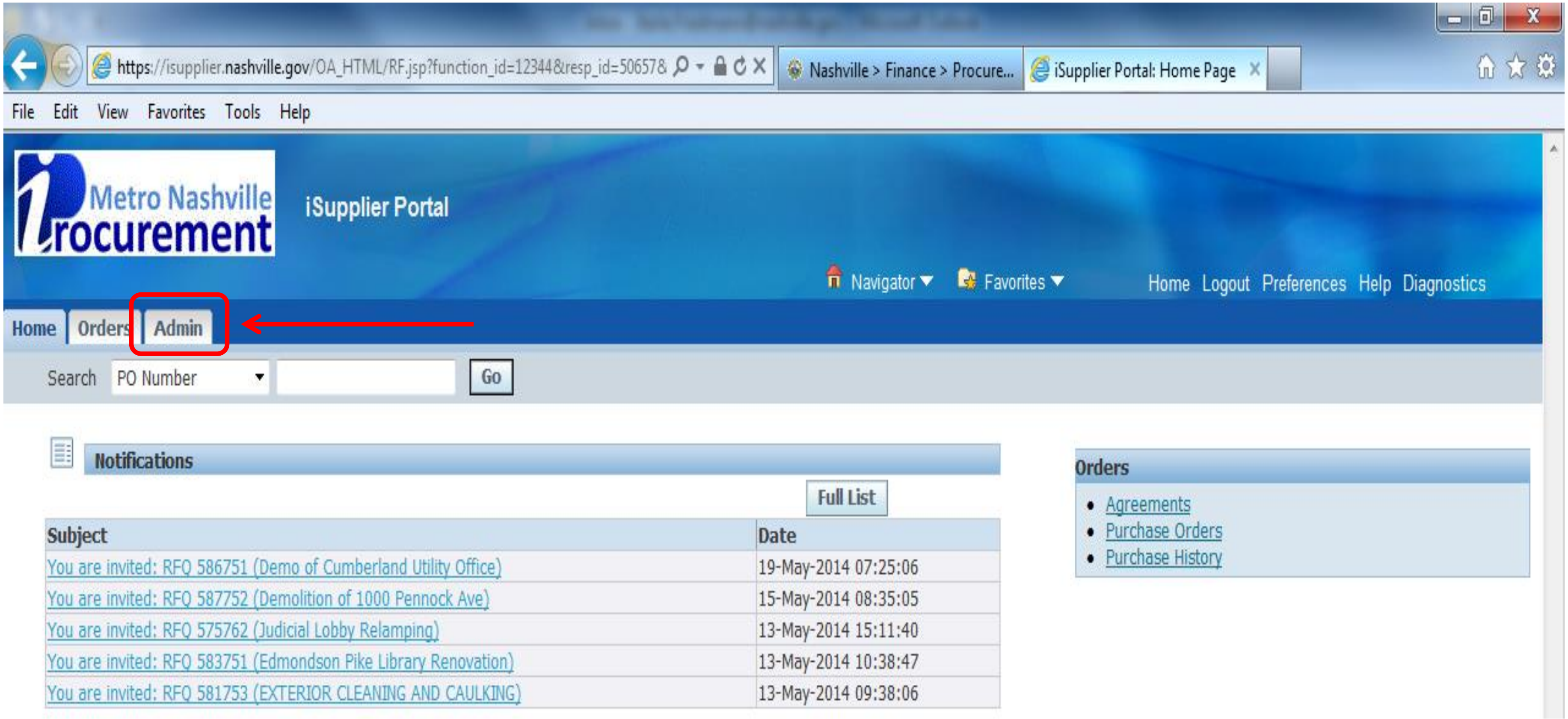
Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

Oracle Applications Home Page

1-25

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”
Click: “Home Page”


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&
Nashville > Finance > Procure...
iSupplier Portal: Home Page
File
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Metro Nashville
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iSupplier Portal
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Full List

Notifications

Subject	Date
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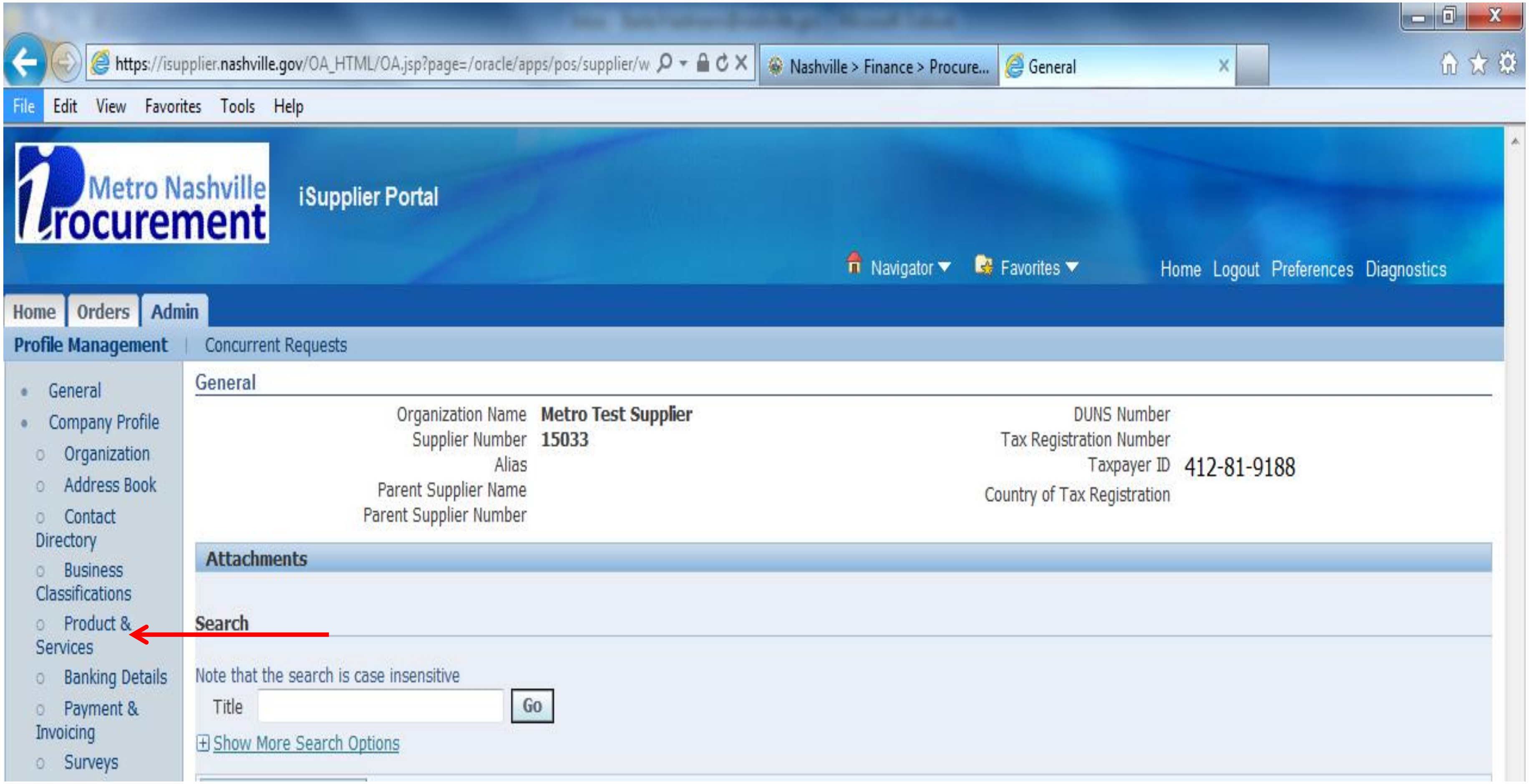
Orders

- Agreements
- Purchase Orders
- Purchase History

Click: “Admin” tab


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
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Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Attachments
Search
Go
Show More Search Options

General

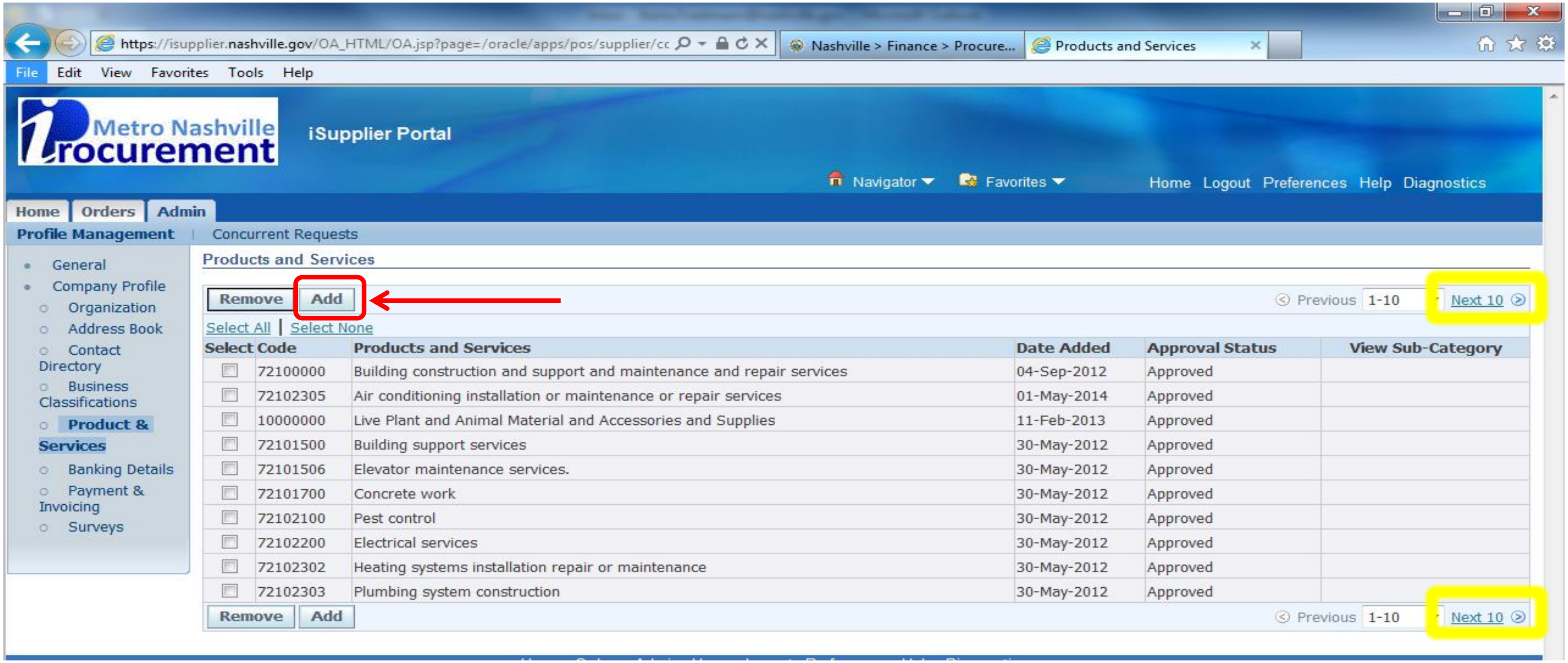
Organization Name **Metro Test Supplier**
Supplier Number **15033**
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID 412-81-9188
Country of Tax Registration

Note that the search is case insensitive

Title

Click: "Product & Services"

The commodity codes (Product / Services) attached to your profile are the determining factor in what bid opportunities you receive. The bid opportunities are sent via our Workflow Mailer automated emails.


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc
Nashville > Finance > Procure...
Products and Services
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Product & Services
Banking Details
Payment & Invoicing
Surveys
Remove
Add
Previous
1-10
Next 10
Select All
Select None

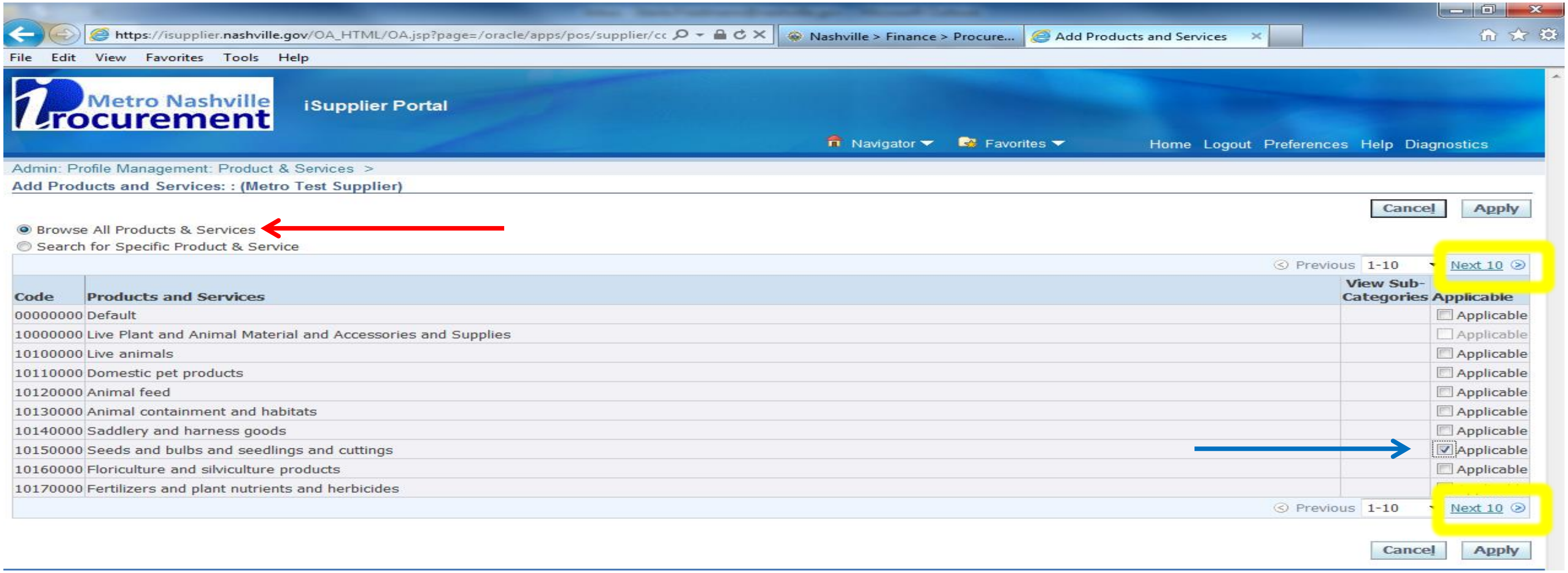
Products and Services

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
☐	72100000	Building construction and support and maintenance and repair services	04-Sep-2012	Approved	
☐	72102305	Air conditioning installation or maintenance or repair services	01-May-2014	Approved	
☐	10000000	Live Plant and Animal Material and Accessories and Supplies	11-Feb-2013	Approved	
☐	72101500	Building support services	30-May-2012	Approved	
☐	72101506	Elevator maintenance services.	30-May-2012	Approved	
☐	72101700	Concrete work	30-May-2012	Approved	
☐	72102100	Pest control	30-May-2012	Approved	
☐	72102200	Electrical services	30-May-2012	Approved	
☐	72102302	Heating systems installation repair or maintenance	30-May-2012	Approved	
☐	72102303	Plumbing system construction	30-May-2012	Approved	

Click: “Add”

Note: Highlighted Area – This page only shows 10 codes per view. If you have more than 10, click “Next 10” to view additional codes currently registered to your profile.

There are 2 different search methods, “Browse All Products & Services” (shows all codes in numerical order) and “Search for Specific Product & Service” (allows users to search by specific code or description).


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc
Nashville > Finance > Procure...
Add Products and Services
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help Diagnostics
Cancel
Apply
Previous 1-10 Next 10
Previous 1-10 Next 10
Cancel
Apply

Admin: Profile Management: Product & Services >

Add Products and Services: : (Metro Test Supplier)

● Browse All Products & Services

○ Search for Specific Product & Service

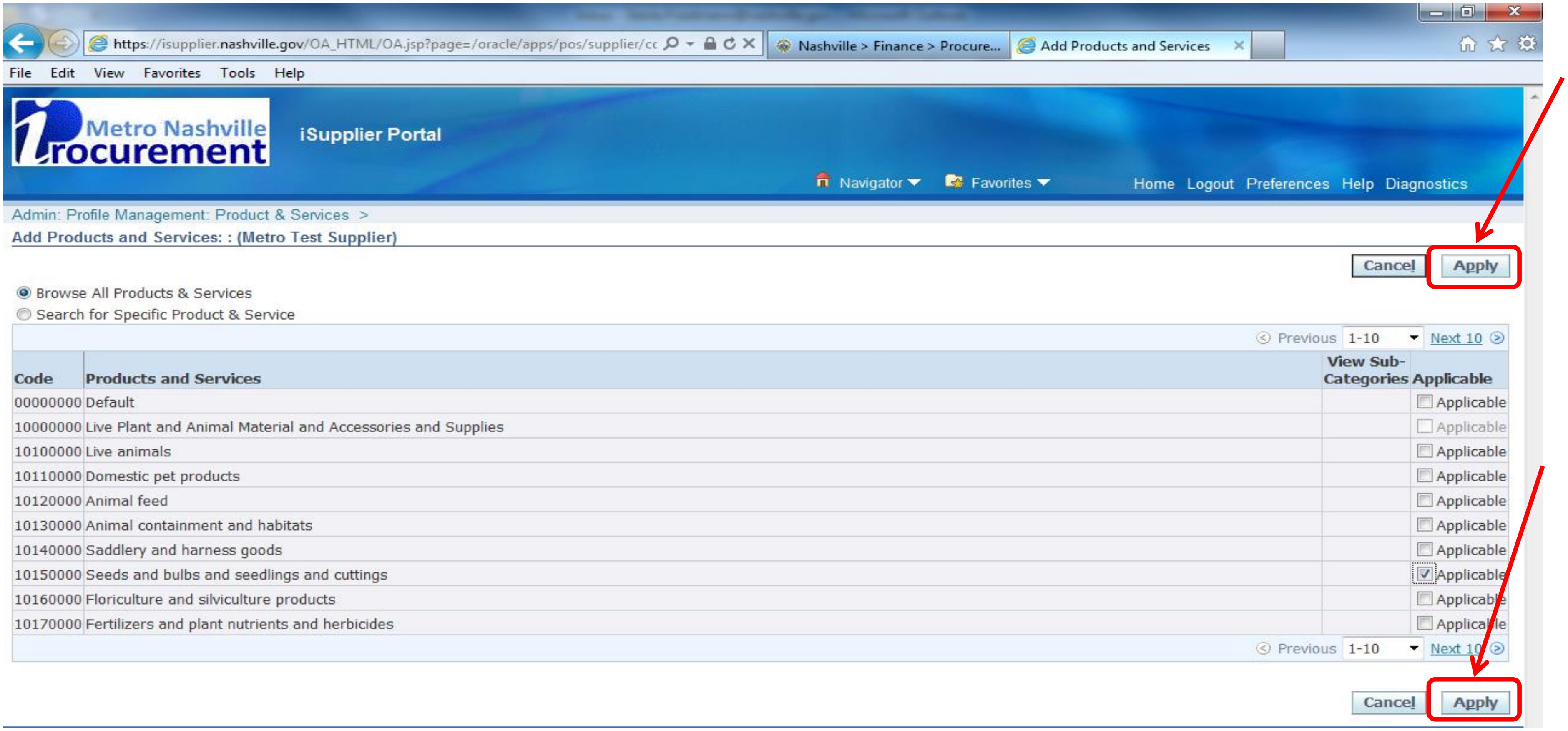
Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		☐ Applicable
10000000	Live Plant and Animal Material and Accessories and Supplies		☐ Applicable
10100000	Live animals		☐ Applicable
10110000	Domestic pet products		☐ Applicable
10120000	Animal feed		☐ Applicable
10130000	Animal containment and habitats		☐ Applicable
10140000	Saddlery and harness goods		☐ Applicable
10150000	Seeds and bulbs and seedlings and cuttings		☑ Applicable
10160000	Floriculture and silviculture products		☐ Applicable
10170000	Fertilizers and plant nutrients and herbicides		

Select: “Browse All Products & Services” to search codes in numerical order

Select: “Applicable Codes”

Note: Product & Service Codes for “goods” (1000 – 6000)
Product & Service Codes for “services” (7000 – 9000)

Note: Highlighted Area – This page only shows 10 codes per view.
Click “Next 10” to search all available codes.


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc
Nashville > Finance > Procure...
Add Products and Services
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help Diagnostics

Admin: Profile Management: Product & Services >

Add Products and Services: : (Metro Test Supplier)

Cancel Apply

● Browse All Products & Services
○ Search for Specific Product & Service

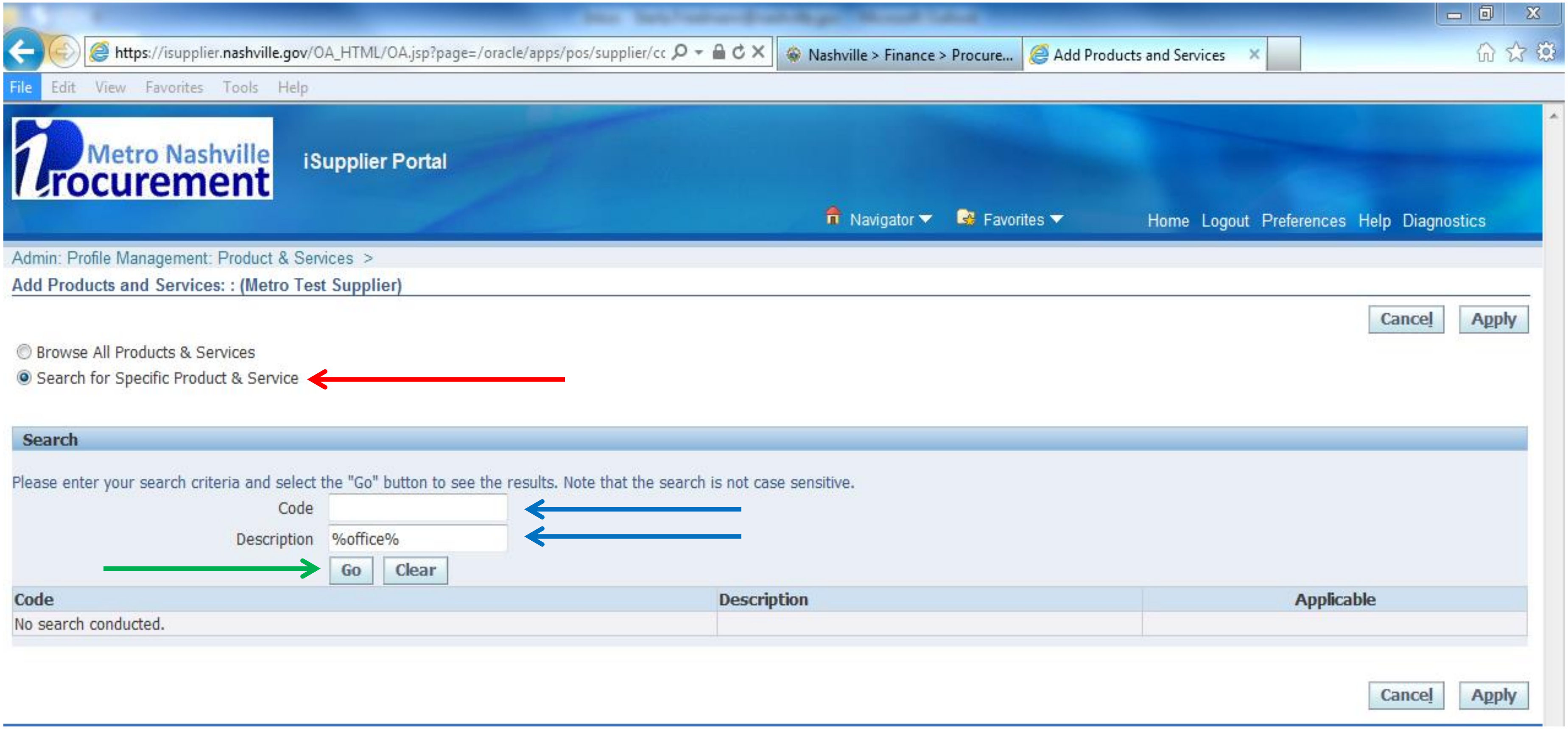
Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		☐ Applicable
10000000	Live Plant and Animal Material and Accessories and Supplies		☐ Applicable
10100000	Live animals		☐ Applicable
10110000	Domestic pet products		☐ Applicable
10120000	Animal feed		☐ Applicable
10130000	Animal containment and habitats		☐ Applicable
10140000	Saddlery and harness goods		☐ Applicable
10150000	Seeds and bulbs and seedlings and cuttings		☑ Applicable
10160000	Floriculture and silviculture products		☐ Applicable
10170000	Fertilizers and plant nutrients and herbicides		☐ Applicable

Previous 1-10 Next 10

Cancel Apply

Click: "Apply"


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc
Nashville > Finance > Procure...
Add Products and Services
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Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help Diagnostics
Cancel
Apply
Go
Clear

Admin: Profile Management: Product & Services >

Add Products and Services: : (Metro Test Supplier)

○ Browse All Products & Services
● Search for Specific Product & Service

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

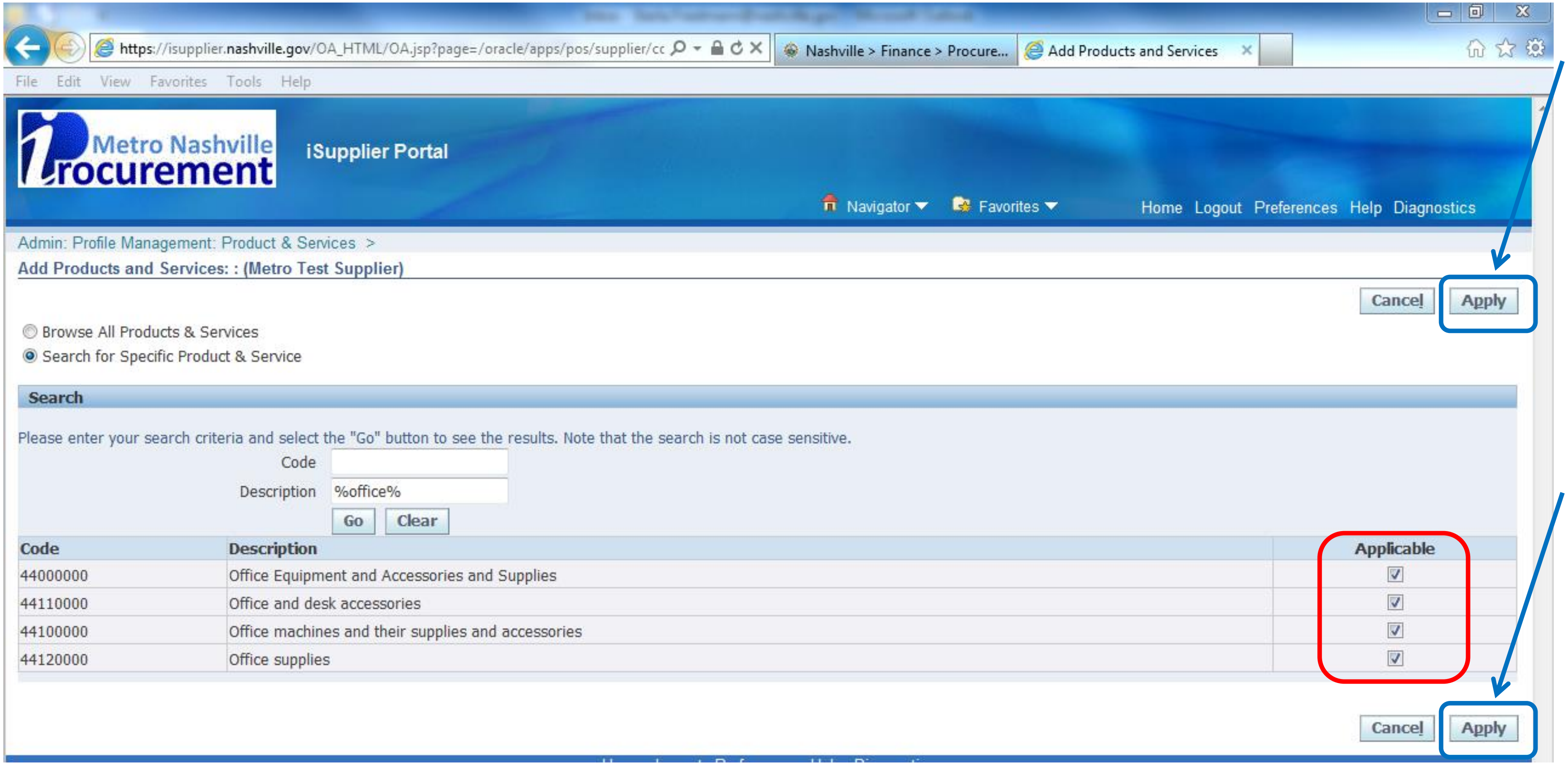
Code:
Description: %office%

Code	Description	Applicable
No search conducted.		

Select: “Search for Specific Product & Service” to search by specific code or description

Enter “Search Criteria”

Click: “Go”


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc
Nashville > Finance > Procure...
Add Products and Services
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help Diagnostics
Cancel
Apply
Go
Clear
Cancel
Apply

Admin: Profile Management: Product & Services >

Add Products and Services: : (Metro Test Supplier)

○ Browse All Products & Services
● Search for Specific Product & Service

Search

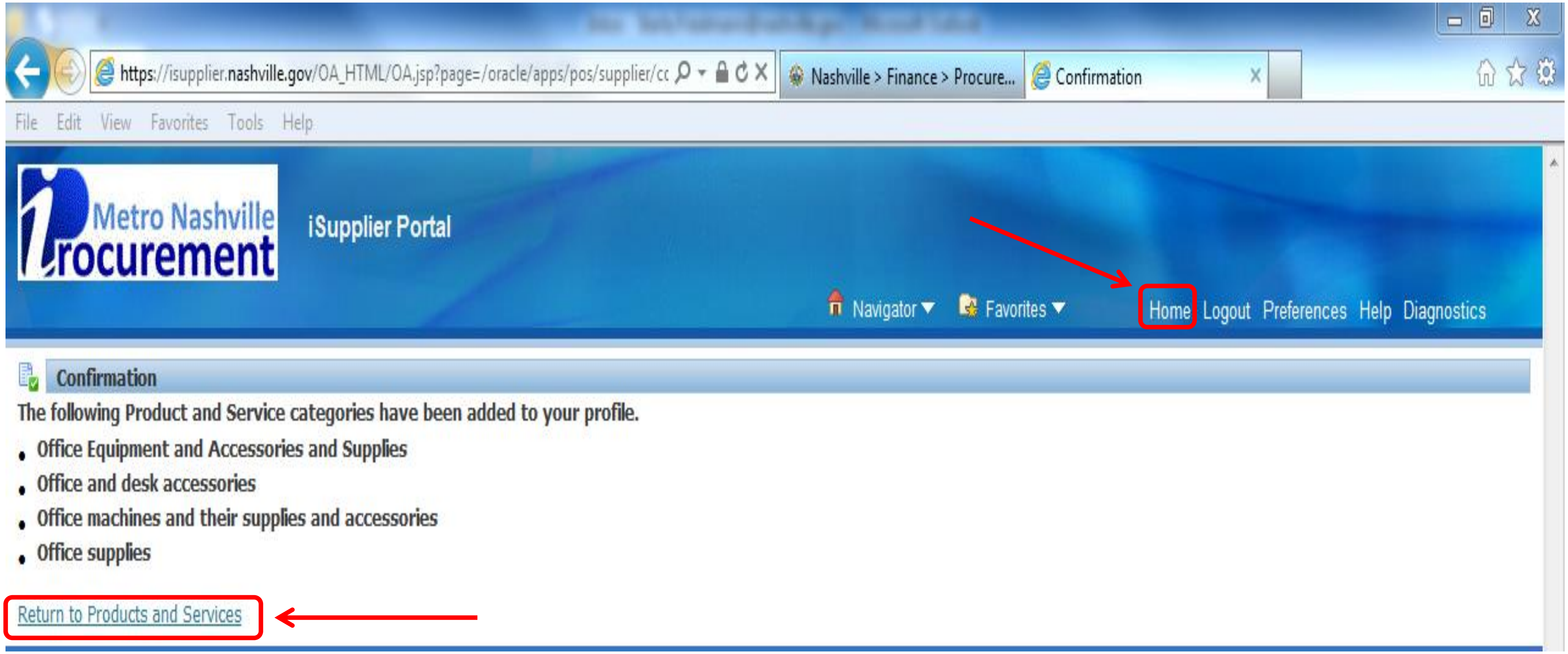
Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code
Description %office%

Code	Description	Applicable
44000000	Office Equipment and Accessories and Supplies	☑
44110000	Office and desk accessories	☑
44100000	Office machines and their supplies and accessories	☑
44120000	Office supplies	☑

Select: "Applicable Codes"
Click: "Apply"

Note: In iSupplier, use the "%" as a wild card, allowing the system to search for the particular word or phrase at the beginning, middle and end of description.



https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc
Nashville > Finance > Procure...
Confirmation
File Edit View Favorites Tools Help
Metro Nashville Procurement
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Confirmation

The following Product and Service categories have been added to your profile.

- Office Equipment and Accessories and Supplies
- Office and desk accessories
- Office machines and their supplies and accessories
- Office supplies

Return to Products and Services

End of Process!!

You may "Return to Products and Services" to add additional codes or click "Home" to return to the Main Menu.

Adding
a
Supplier Site

Adding a Supplier Site

What is a Supplier Site?

A Supplier Site is a location that should receive purchase orders and the payments associated with those particular purchase orders.

When should a Supplier Site be added?

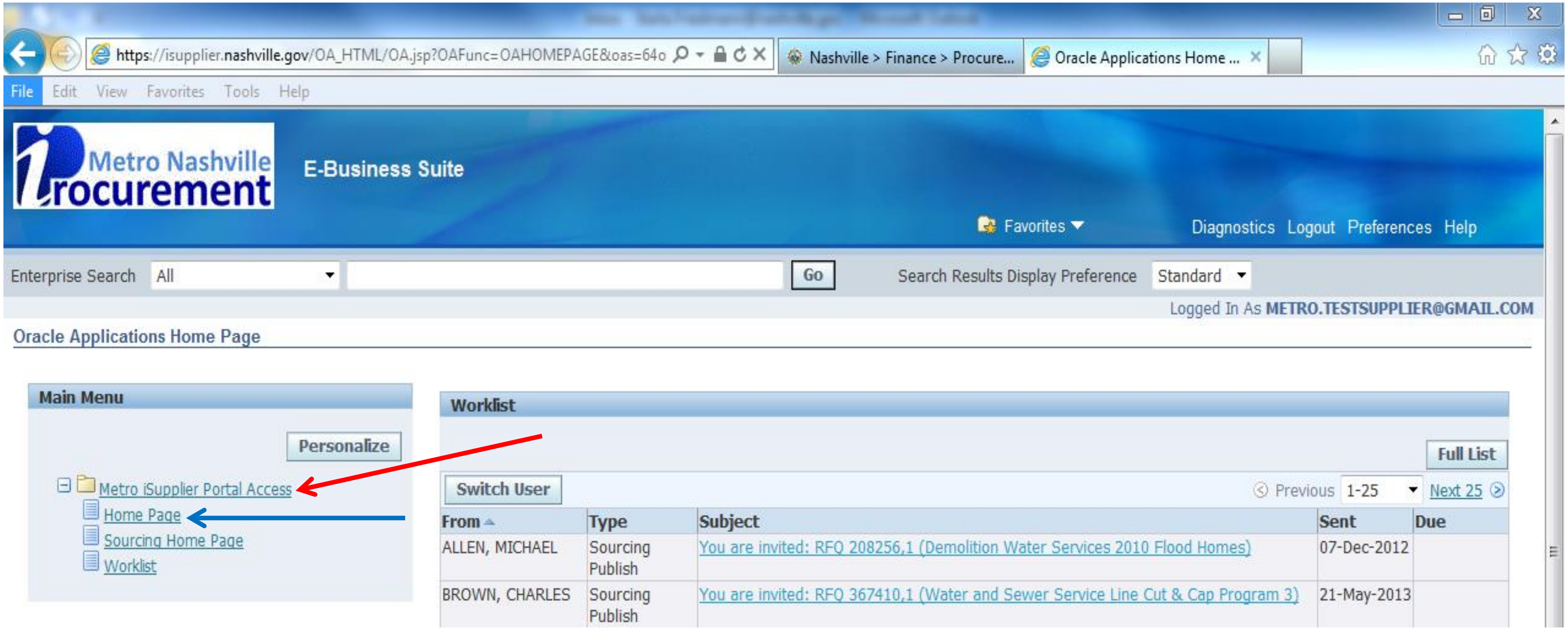
A Supplier Site should be added when a supplier has more than one location that will fulfill purchase orders and receive the payments associated with those purchase orders.

Examples:
A Supplier Site **is not** needed when a company has several locations but all purchase orders are being processed by a single location and the payments are being sent to the same location. (ABC Company has 4 warehouses but all purchase orders and their payments should be sent to ABC Company Warehouse 1.)

A Supplier Site **should be** set up when a company has several locations where purchase orders and their payments need to be sent. (XYZ Supply has 5 different stores and each store should receive the purchase orders and the payments associated with their particular store.)

Adding a Supplier Site

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
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Standard

Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

Oracle Applications Home Page

Main Menu

Personalize

- Metro iSupplier Portal Access
  - Home Page
  - Sourcing Home Page
  - Worklist

Worklist

Full List
Switch User
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From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
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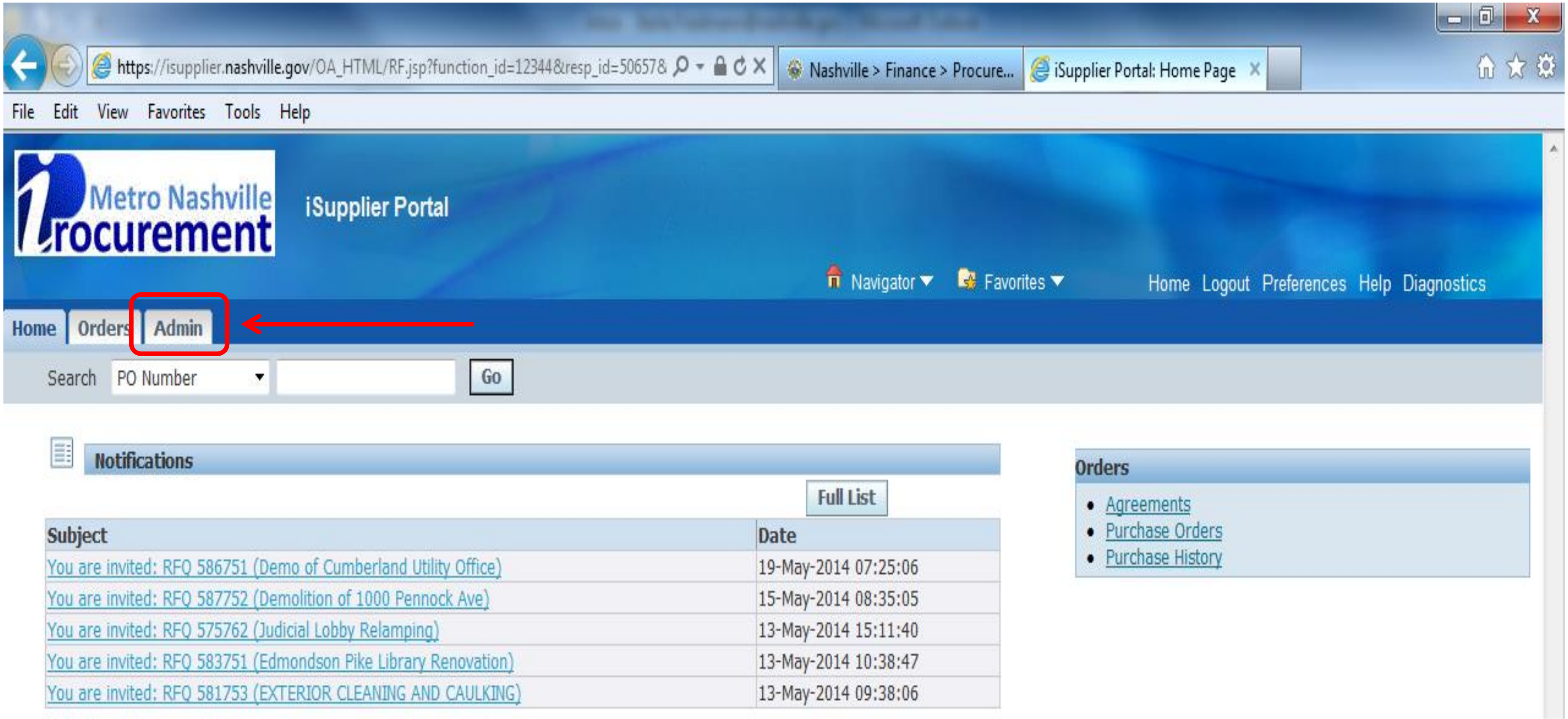
Click: “Metro iSupplier Portal Access”

Click: “Home Page”


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&
Nashville > Finance > Procure...
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Metro Nashville
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Help
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Home
Orders
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Search
PO Number
Go
Full List
Orders
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Purchase Orders
Purchase History

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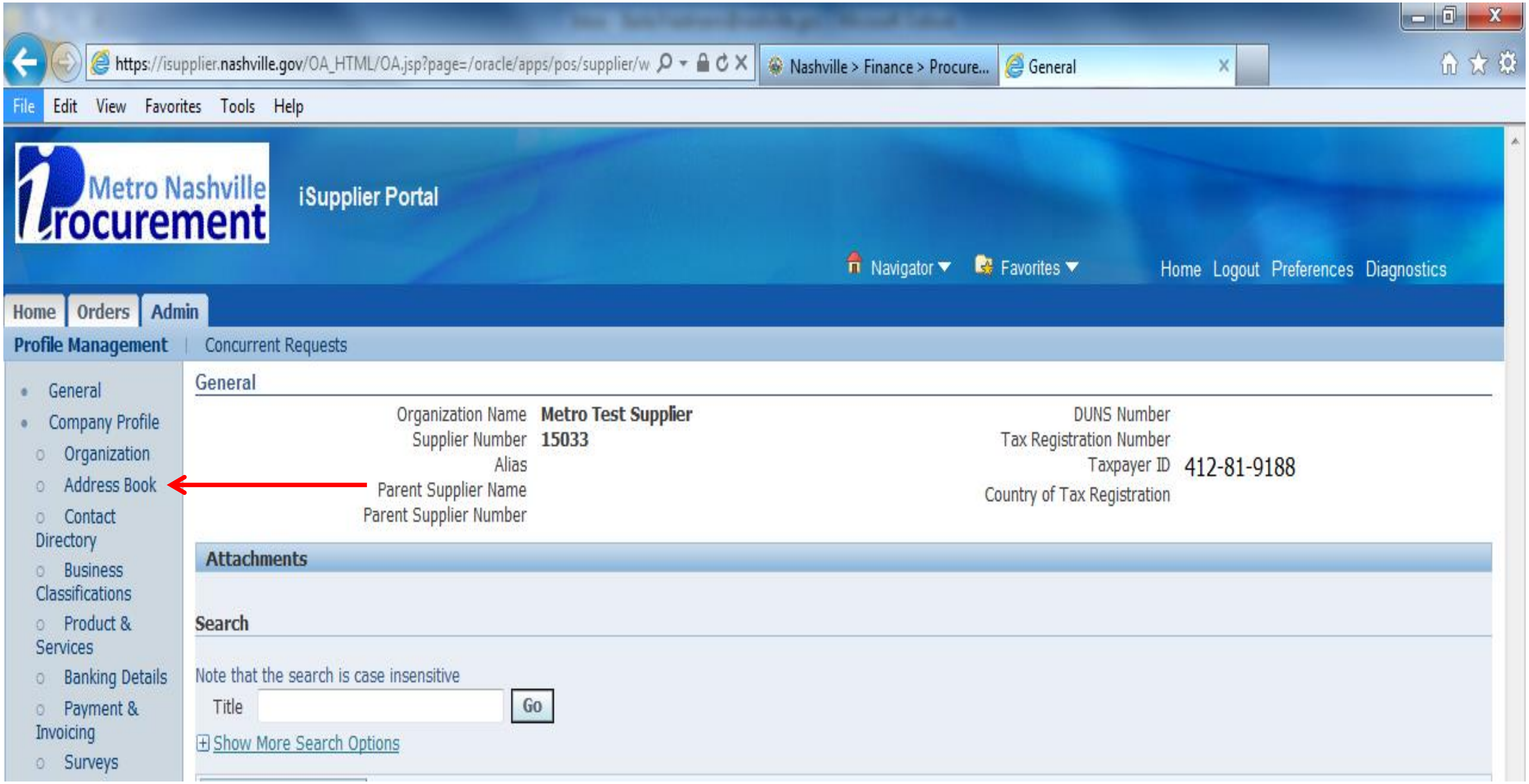
You are invited: RFQ 581753 (EXTERIOR CLEANING AND CAULKING)	13-May-2014 09:38:06

Click: "Admin" tab



https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
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Favorites
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Banking Details
Payment & Invoicing
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Attachments
Search
Go
Show More Search Options

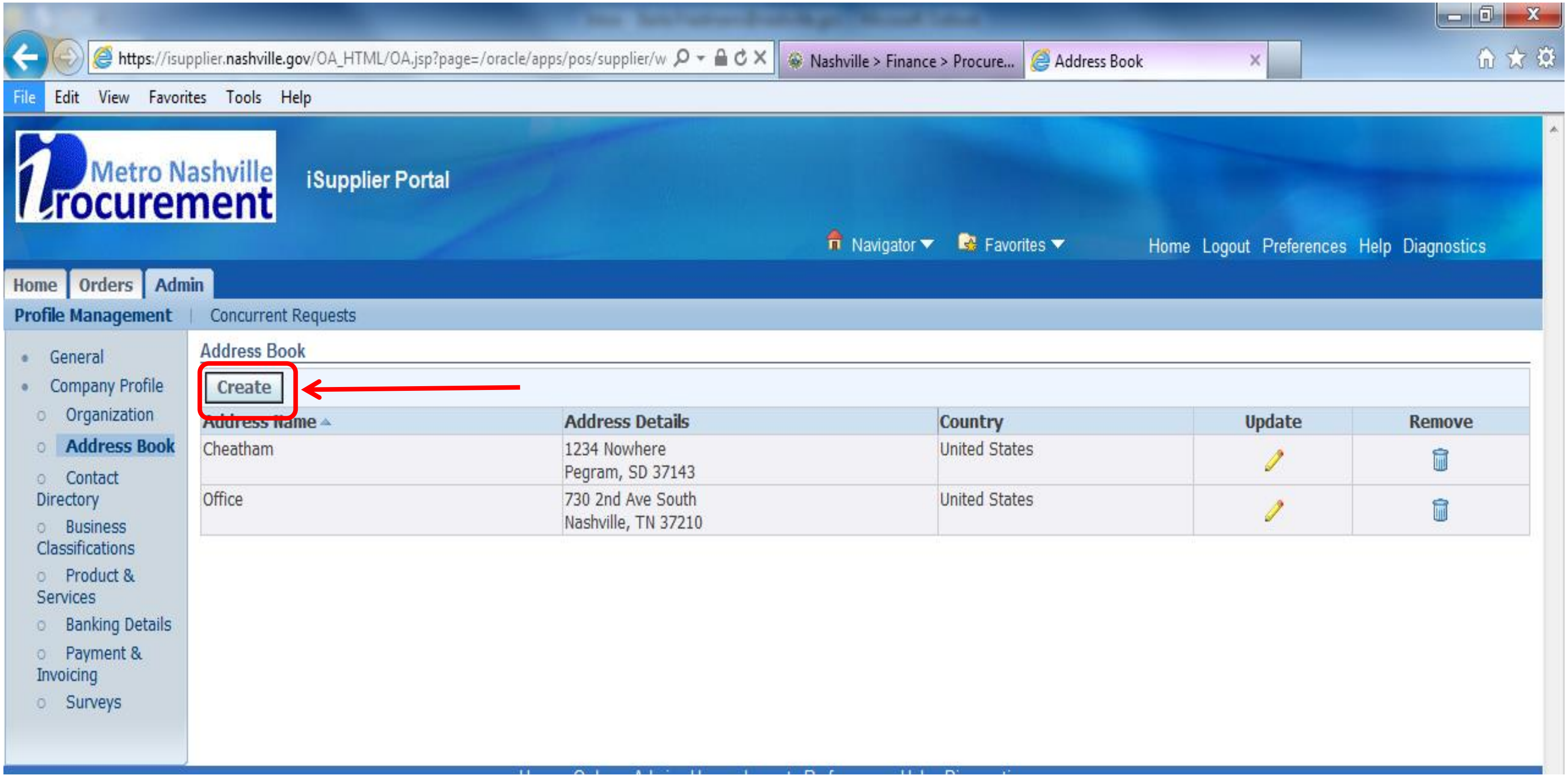
General

Organization Name **Metro Test Supplier**
Supplier Number **15033**
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID 412-81-9188
Country of Tax Registration

Note that the search is case insensitive

Title

Click: “Address Book”


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
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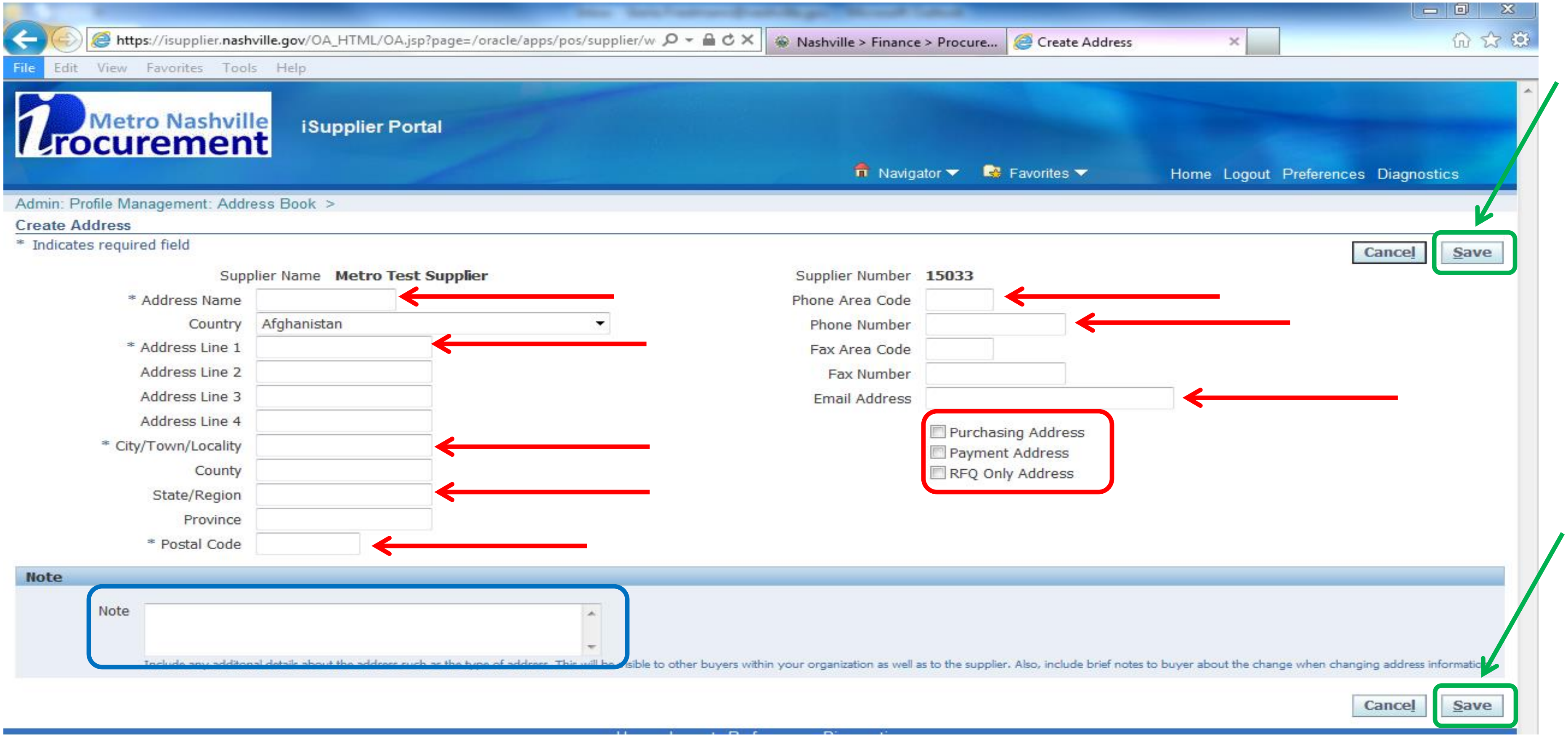
Product & Services
Banking Details
Payment & Invoicing
Surveys
Create

Address Book

Address Name	Address Details	Country	Update	Remove
Cheatham	1234 Nowhere Pegram, SD 37143	United States	✎	🗑
Office	730 2nd Ave South Nashville, TN 37210	United States	✎	🗑

Click: "Create"


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
Create Address
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Diagnostics

Admin: Profile Management: Address Book >

Create Address

* Indicates required field

Cancel | Save

Supplier Name **Metro Test Supplier**
* Address Name
Country Afghanistan
* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality
County
State/Region
Province
* Postal Code

Supplier Number **15033**
Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address
☐ Purchasing Address
☐ Payment Address
☐ RFQ Only Address

Note

Note

Include any additonal details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address informatio

Cancel | Save

Enter: "Address Name, Address Line 1, City, State, Postal Code, Phone Number, Email Address and Address Type"
Enter desired information in the Note field (example: Set up New Site Location for Purchase Order Processing)
Click: "Save"

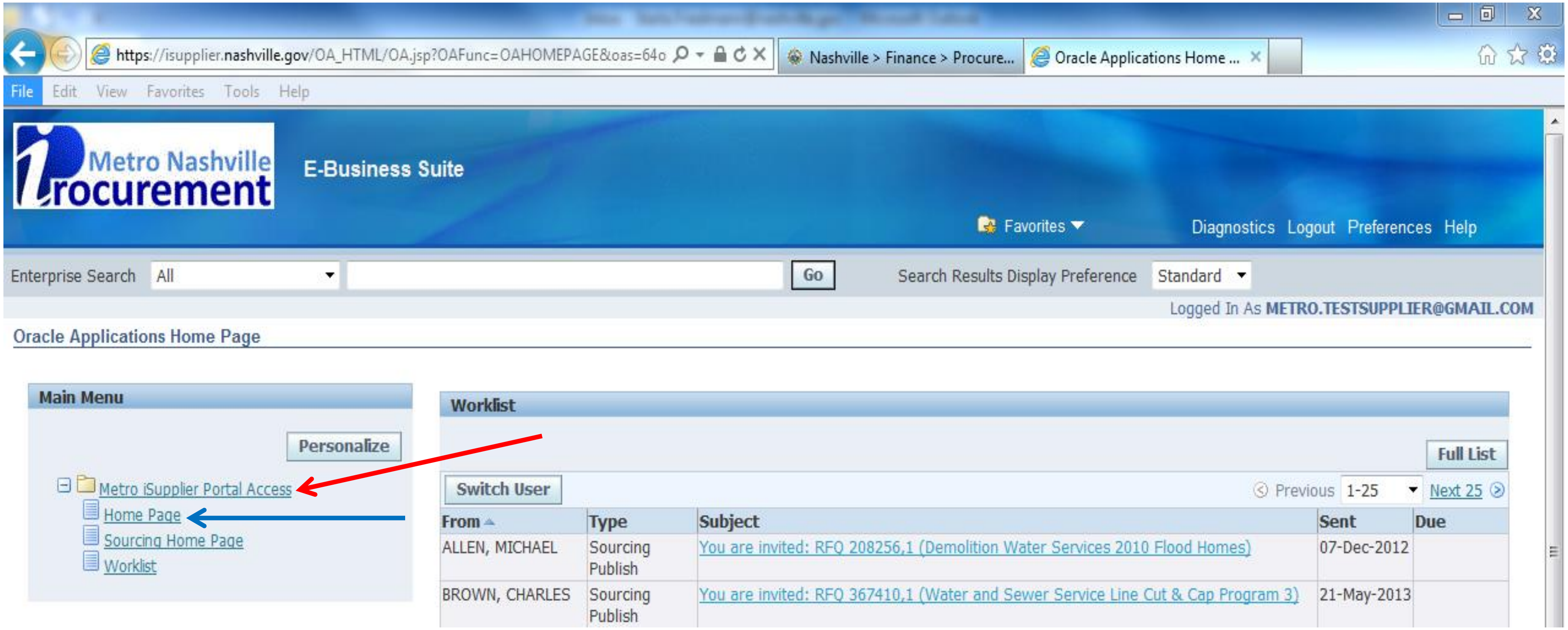
End of Procedure!!

Note: Purchase Orders are sent electronically to all email addresses in the Contact Directory that have a user account. Purchase Orders are not sent to the email listed in the Address Book.

Attaching Documents
to
Supplier Profile

Attaching Documents to Supplier Profile

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
E-Business Suite
Favorites
Diagnostics
Logout
Preferences
Help
Enterprise Search
Go
Search Results Display Preference
Oracle Applications Home Page
Main Menu
Personalize
Metro iSupplier Portal Access
Home Page
Sourcing Home Page
Worklist
Worklist
Full List
Switch User
Previous
1-25
Next 25

Enterprise Search: All

Search Results Display Preference: Standard

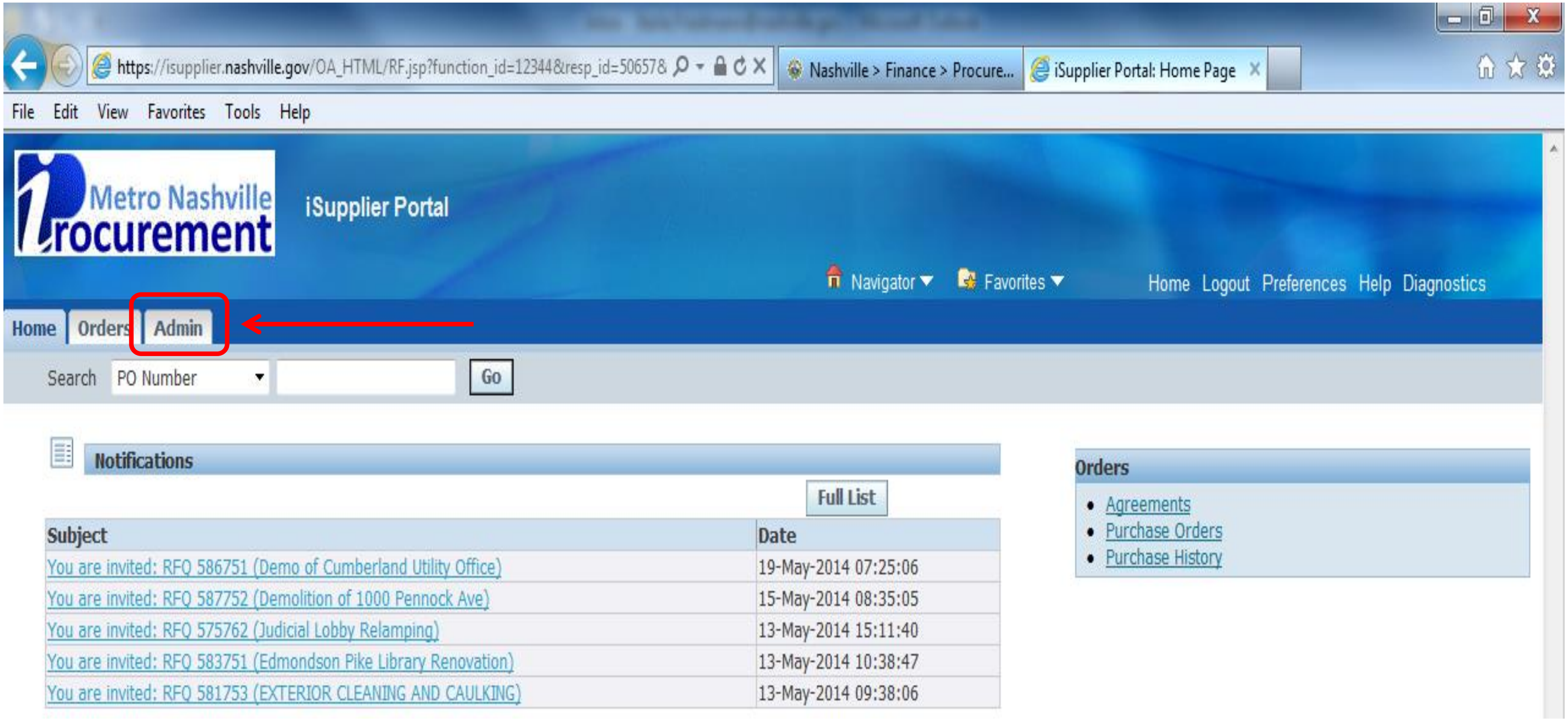
Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: "Metro iSupplier Portal Access"

Click: "Home Page"

Note: The only required documents for registration are the W9 and ACH forms. These forms must be attached to your profile separately. Do not attach other forms to your profile. There will be opportunities to attach additional documents at the negotiation level.


https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&
Nashville > Finance > Procure...
iSupplier Portal: Home Page
File
Edit
View
Favorites
Tools
Help
Metro Nashville
Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Search
PO Number
Go
Full List

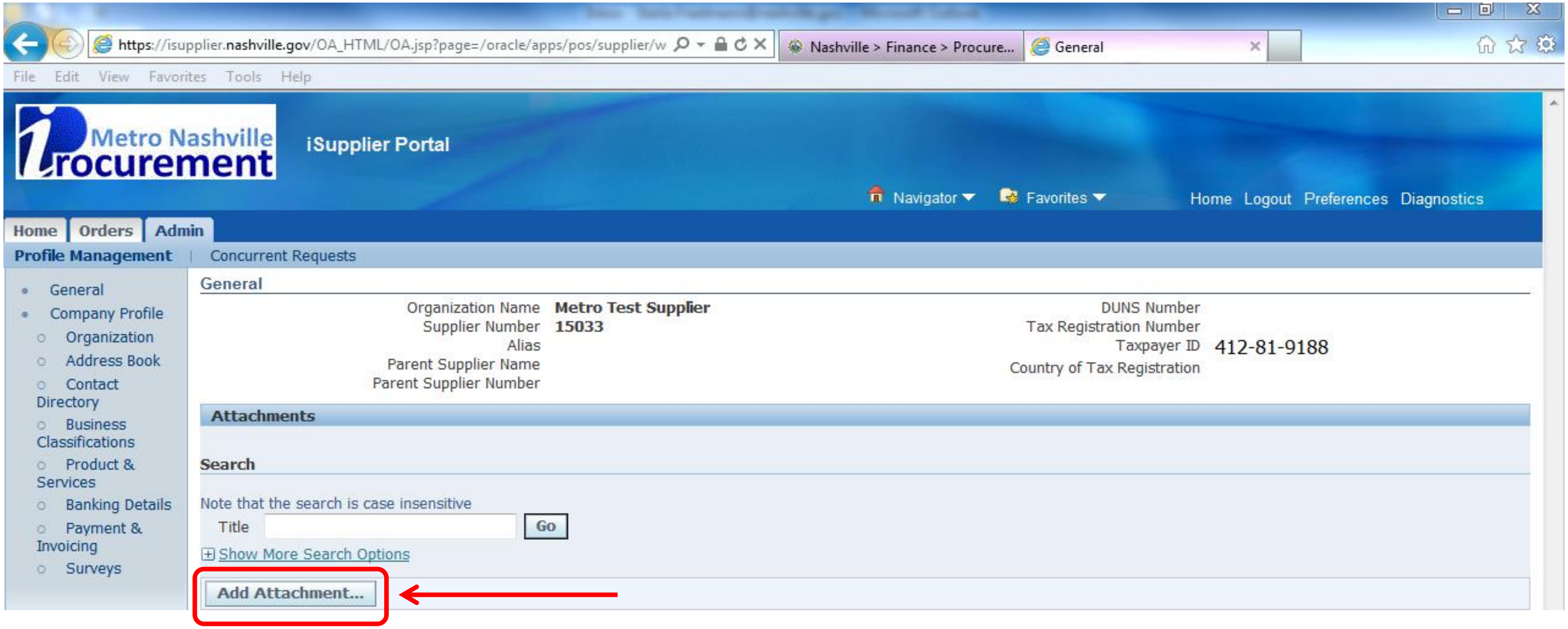
Notifications

Subject	Date
You are invited: RFQ 586751 (Demo of Cumberland Utility Office)	19-May-2014 07:25:06
You are invited: RFQ 587752 (Demolition of 1000 Pennock Ave)	15-May-2014 08:35:05
You are invited: RFQ 575762 (Judicial Lobby Relamping)	13-May-2014 15:11:40
You are invited: RFQ 583751 (Edmondson Pike Library Renovation)	13-May-2014 10:38:47
You are invited: RFQ 581753 (EXTERIOR CLEANING AND CAULKING)	13-May-2014 09:38:06

Orders

- Agreements
- Purchase Orders
- Purchase History

Click: “Admin” tab



https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
General
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Go
Show More Search Options
Add Attachment...

General

Organization Name **Metro Test Supplier**
Supplier Number **15033**
Alias
Parent Supplier Name
Parent Supplier Number

DUNS Number
Tax Registration Number
Taxpayer ID 412-81-9188
Country of Tax Registration

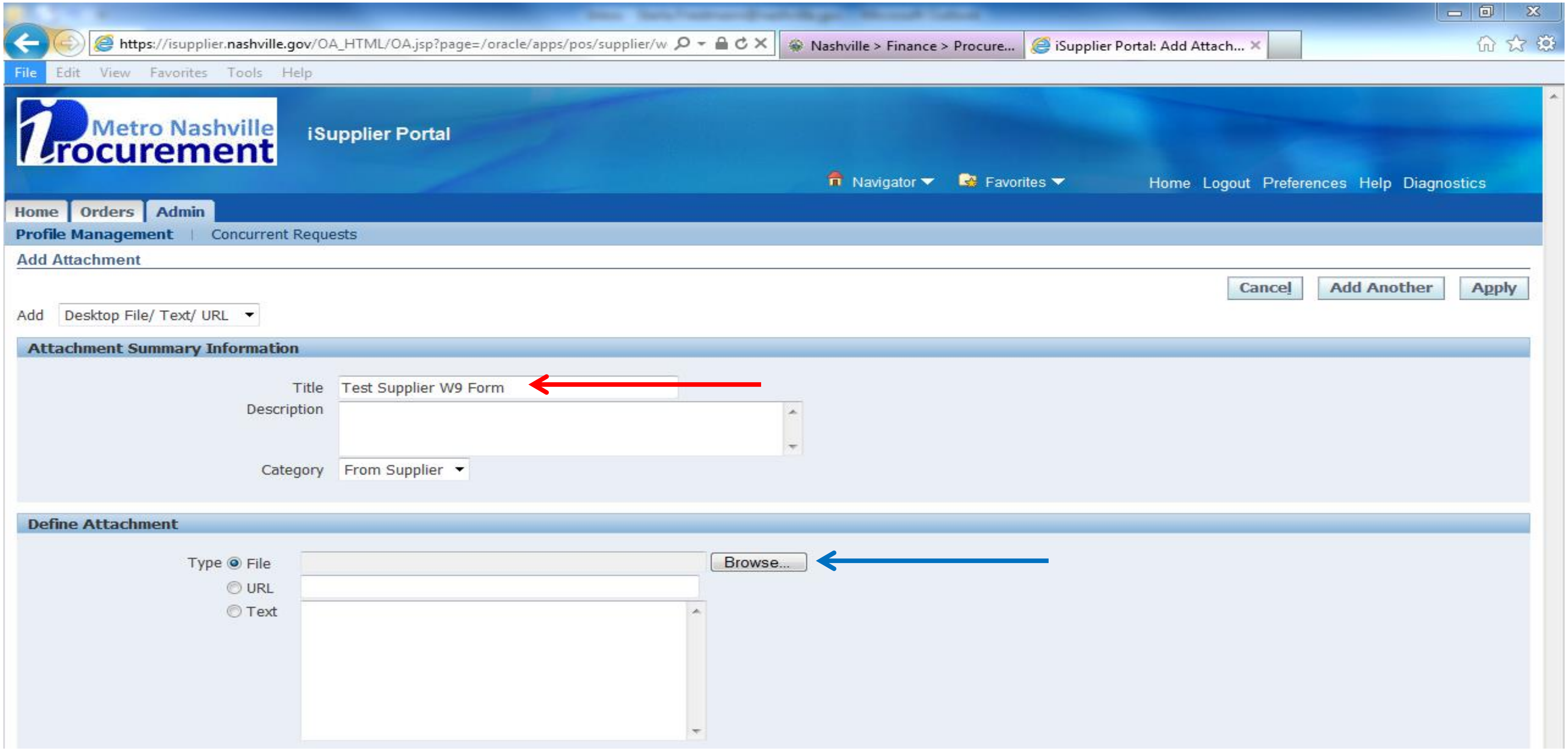
Attachments

Search

Note that the search is case insensitive

Title

Click: "Add Attachment"


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
iSupplier Portal: Add Attach...
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Add Attachment
Cancel
Add Another
Apply
Attachment Summary Information
Define Attachment
Browse...

Add: Desktop File/ Text/ URL

Title: Test Supplier W9 Form

Description:

Category: From Supplier

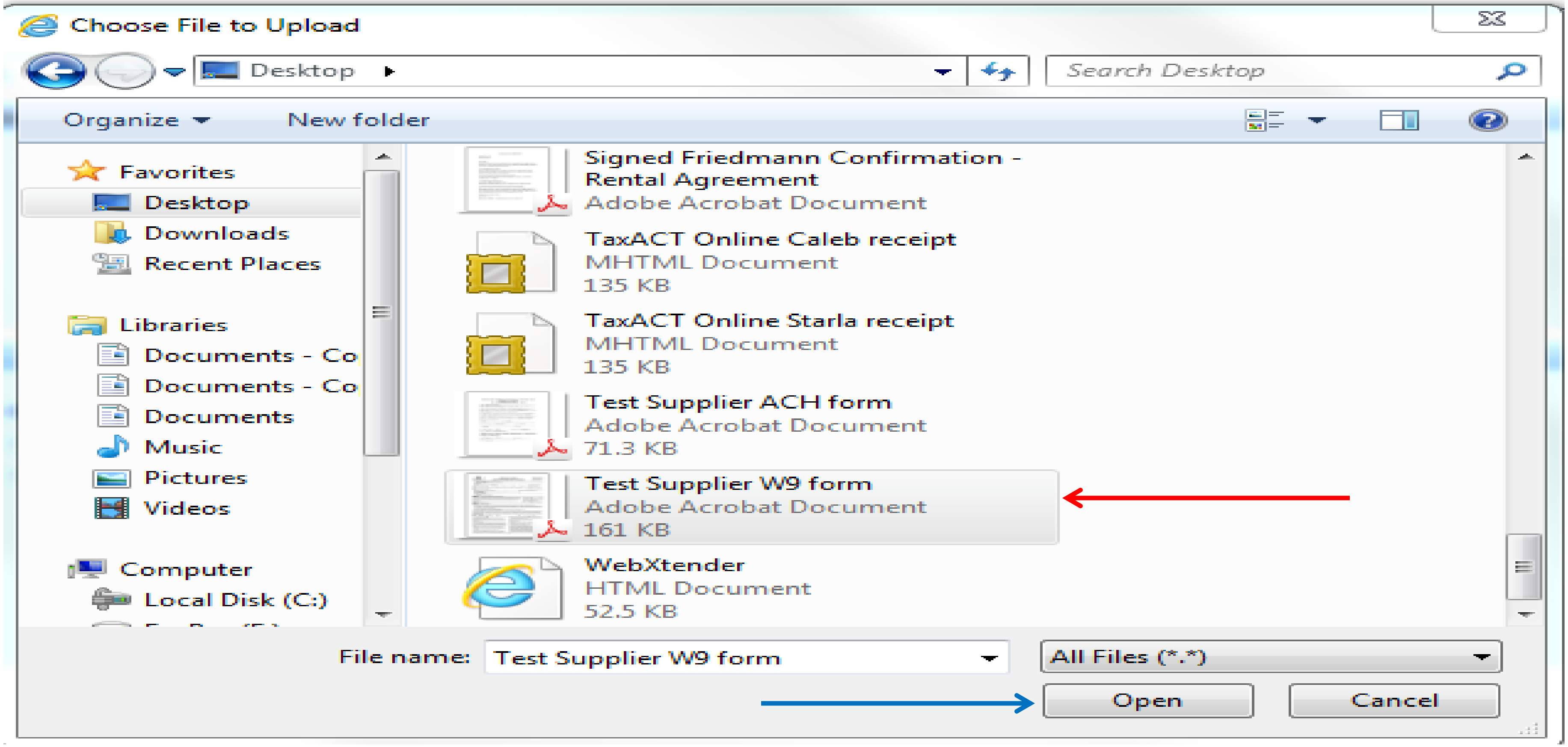
Type ● File

○ URL

○ Text

Enter: "Title"

Click: "Browse" to select appropriate document


Choose File to Upload
Desktop
Search Desktop
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents - Co
Documents - Co
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Open
Cancel

Signed Friedmann Confirmation - Rental Agreement
Adobe Acrobat Document

TaxACT Online Caleb receipt
MHTML Document
135 KB

TaxACT Online Starla receipt
MHTML Document
135 KB

Test Supplier ACH form
Adobe Acrobat Document
71.3 KB

Test Supplier W9 form
Adobe Acrobat Document
161 KB

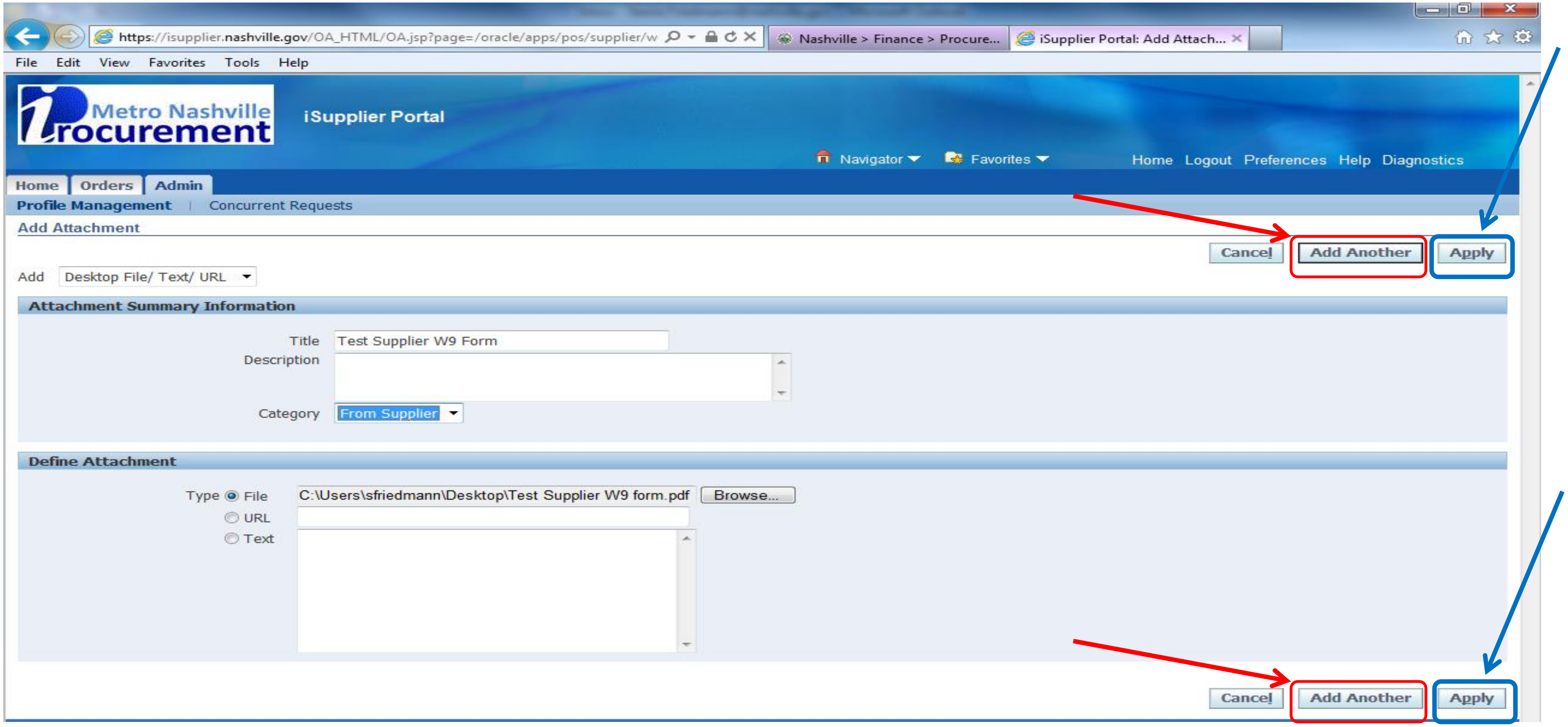
WebXtender
HTML Document
52.5 KB

File name: Test Supplier W9 form

All Files (*.*)

Find the appropriate file:

Select: "File"
Click: "Open"


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
iSupplier Portal: Add Attach...
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Cancel
Add Another
Apply

Add Attachment

Add: Desktop File/ Text/ URL

Attachment Summary Information

Title: Test Supplier W9 Form

Description:

Category: From Supplier

Define Attachment

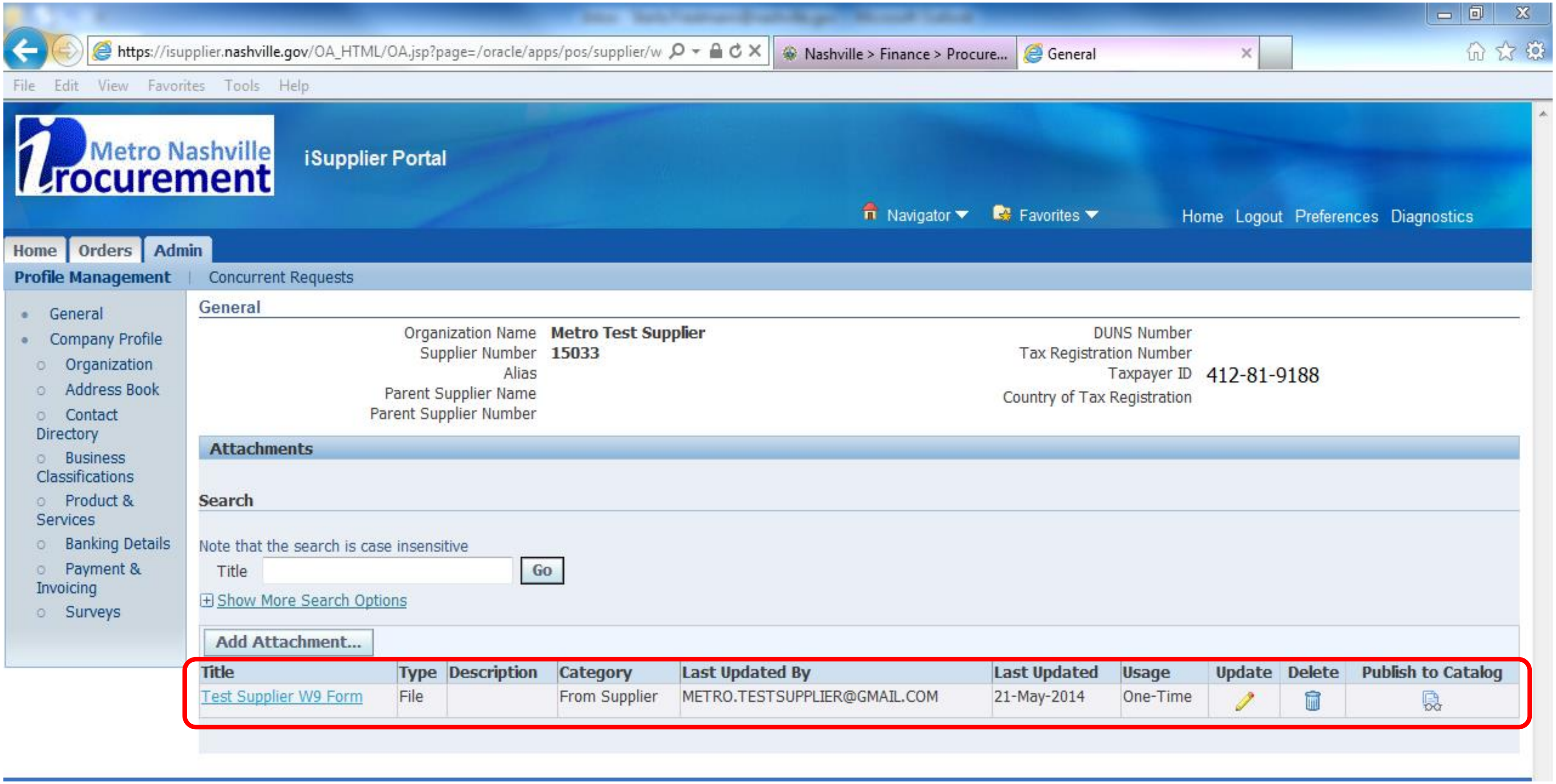
Type ● File C:\Users\sfriedmann\Desktop\Test Supplier W9 form.pdf Browse...

○ URL

○ Text

Click: "Add Another" and follow previous instructions on attaching documents if there are other documents that need to be attached

Click: "Apply" when all desired documents have been selected


https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
General
File Edit View Favorites Tools Help
Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Go
Show More Search Options
Add Attachment...

General

Organization Name **Metro Test Supplier**
Supplier Number **15033**
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID 412-81-9188
Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Test Supplier W9 Form	File		From Supplier	METRO.TESTSUPPLIER@GMAIL.COM	21-May-2014	One-Time	✎	🗑	

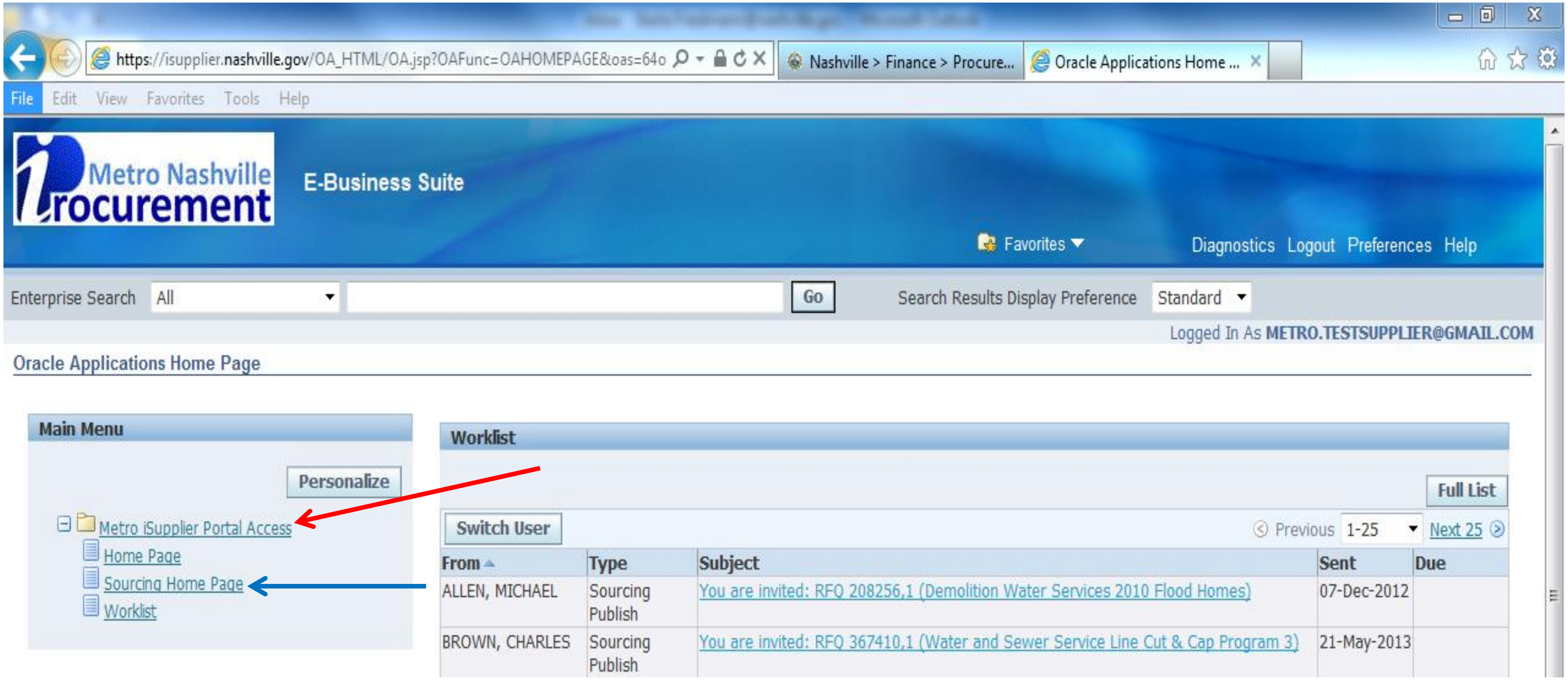
Attachment has been added to profile.

End of Procedure!!

Finding / Viewing Negotiation Details and Creating a Quote

Finding / Viewing Negotiation Details and Creating a Quote

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File Edit View Favorites Tools Help
Metro Nashville Procurement
E-Business Suite
Favorites
Diagnostics Logout Preferences Help
Enterprise Search All
Go
Search Results Display Preference Standard

Logged In As METRO.TESTSUPPLIER@GMAIL.COM

Oracle Applications Home Page

Main Menu

Personalize

- Metro iSupplier Portal Access
  - Home Page
  - Sourcing Home Page
  - Worklist

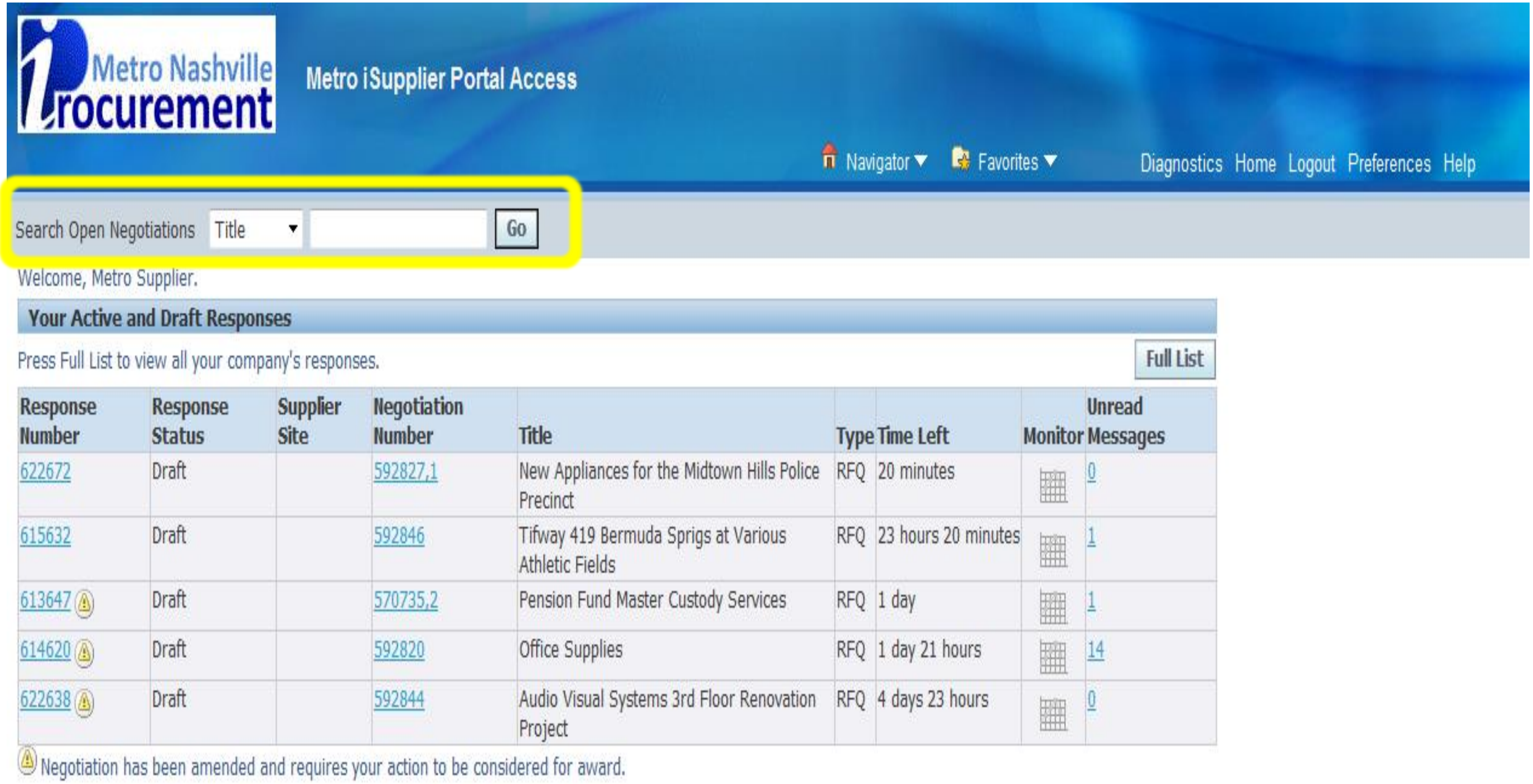
Worklist

Full List
Switch User
Previous 1-25 Next 25

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Sourcing Home Page” (This action will take you to your Active Drafts and Open Invitations Page.)


Metro Nashville iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Search Open Negotiations
Title
Go
Full List

Welcome, Metro Supplier.

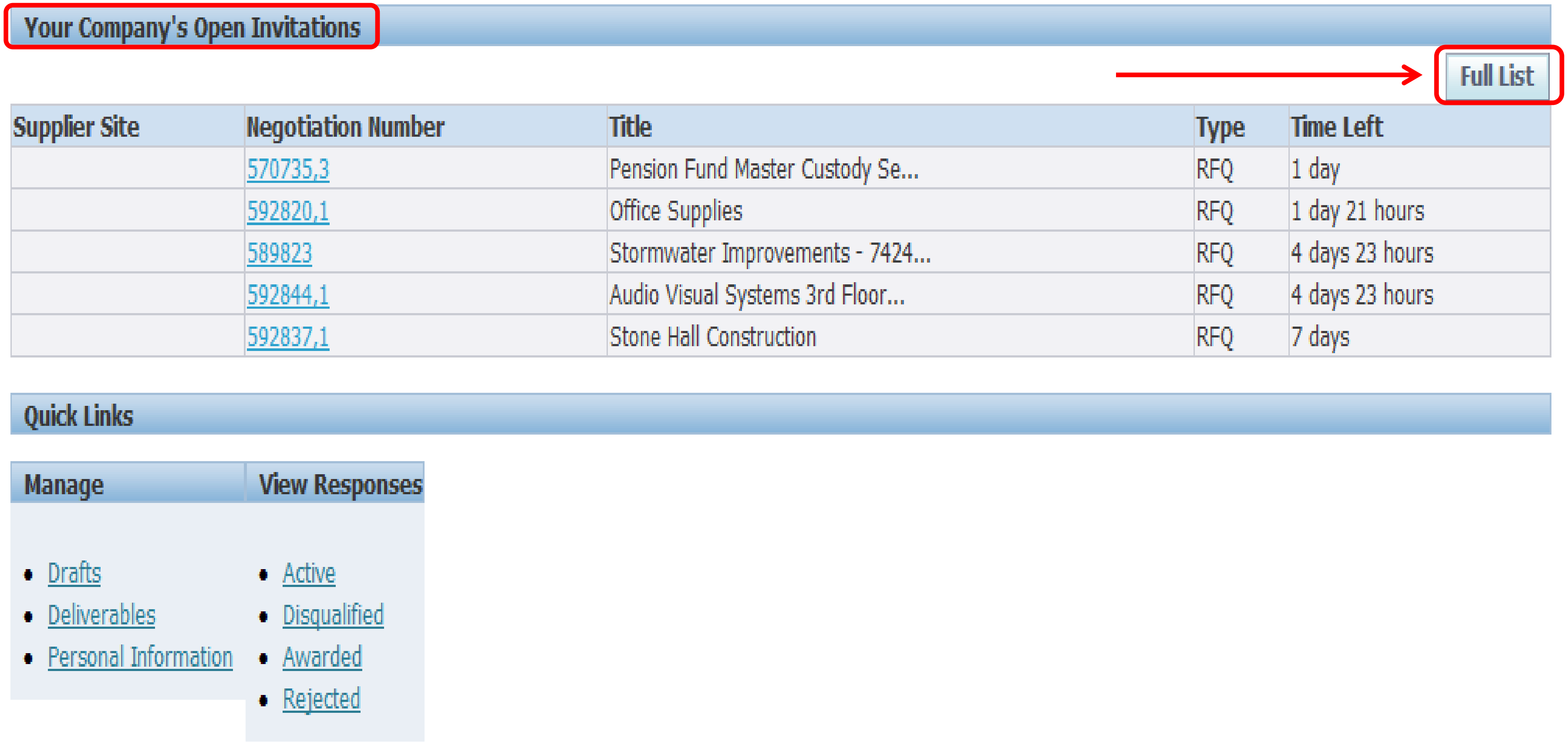
Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
622672	Draft		592827,1	New Appliances for the Midtown Hills Police Precinct	RFQ	20 minutes	▦	0
615632	Draft		592846	Tifway 419 Bermuda Sprigs at Various Athletic Fields	RFQ	23 hours 20 minutes	▦	1
613647 ⚠	Draft		570735,2	Pension Fund Master Custody Services	RFQ	1 day	▦	1
614620 ⚠	Draft		592820	Office Supplies	RFQ	1 day 21 hours	▦	14
622638 ⚠	Draft		592844	Audio Visual Systems 3rd Floor Renovation Project	RFQ	4 days 23 hours	▦	0

⚠ Negotiation has been amended and requires your action to be considered for award.

Note Highlighted Area: If you haven’t received an invitation to participate in a specific negotiation but you have the negotiation number from the Bidding Opportunities list within iSupplier (https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_Page), then you can search by the Negotiation Number in the “Search Open Negotiations” area . Select “Number” from the drop-down menu, enter the Negotiation Number and then click “Go”.



Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	570735,3	Pension Fund Master Custody Se...	RFQ	1 day
	592820,1	Office Supplies	RFQ	1 day 21 hours
	589823	Stormwater Improvements - 7424...	RFQ	4 days 23 hours
	592844,1	Audio Visual Systems 3rd Floor...	RFQ	4 days 23 hours
	592837,1	Stone Hall Construction	RFQ	7 days

Quick Links

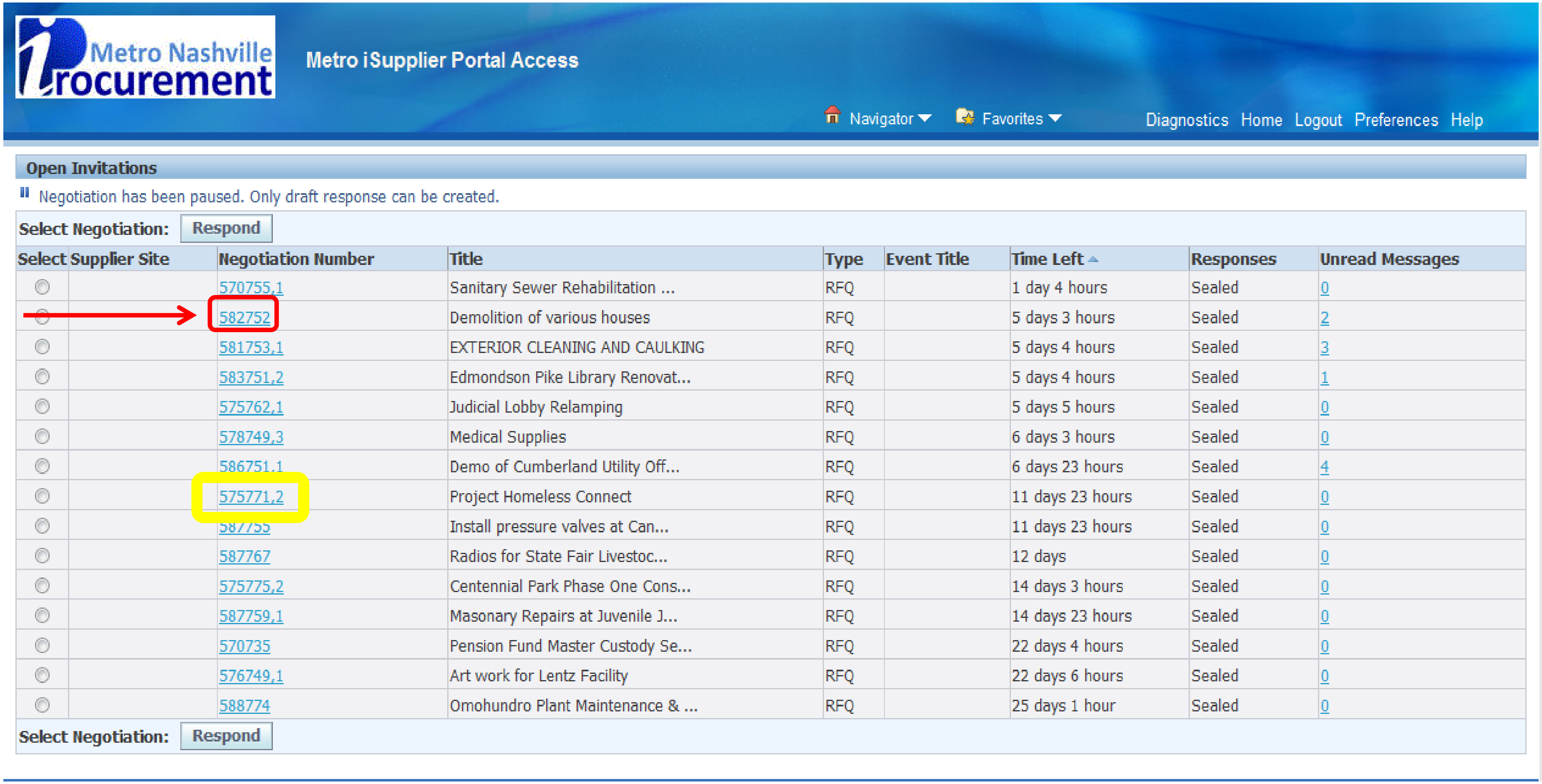
Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified
- Awarded
- Rejected

Click: “Full List” under Your Company’s Open Invitations



Open Invitations

Negotiation has been paused. Only draft response can be created.

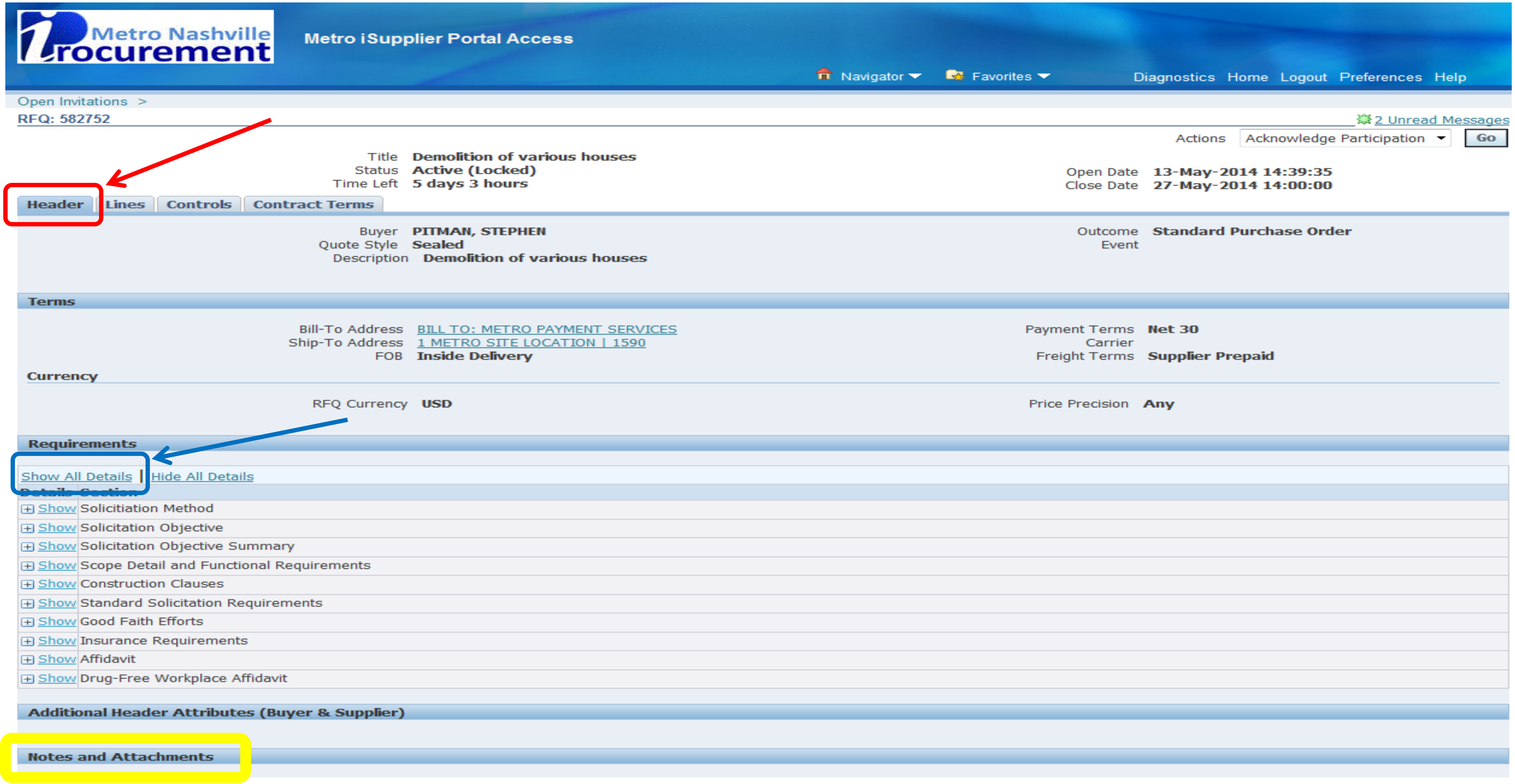
Select Negotiation: Respond

Select	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Responses	Unread Messages
○		570755,1	Sanitary Sewer Rehabilitation ...	RFQ		1 day 4 hours	Sealed	0
○		582752	Demolition of various houses	RFQ		5 days 3 hours	Sealed	2
○		581753,1	EXTERIOR CLEANING AND CAULKING	RFQ		5 days 4 hours	Sealed	3
○		583751,2	Edmondson Pike Library Renovat...	RFQ		5 days 4 hours	Sealed	1
○		575762,1	Judicial Lobby Relamping	RFQ		5 days 5 hours	Sealed	0
○		578749,3	Medical Supplies	RFQ		6 days 3 hours	Sealed	0
○		586751,1	Demo of Cumberland Utility Off...	RFQ		6 days 23 hours	Sealed	4
○		575771,2	Project Homeless Connect	RFQ		11 days 23 hours	Sealed	0
○		587755	Install pressure valves at Can...	RFQ		11 days 23 hours	Sealed	0
○		587767	Radios for State Fair Livestoc...	RFQ		12 days	Sealed	0
○		575775,2	Centennial Park Phase One Cons...	RFQ		14 days 3 hours	Sealed	0
○		587759,1	Masonary Repairs at Juvenile J...	RFQ		14 days 23 hours	Sealed	0
○		570735	Pension Fund Master Custody Se...	RFQ		22 days 4 hours	Sealed	0
○		576749,1	Art work for Lentz Facility	RFQ		22 days 6 hours	Sealed	0
○		588774	Omohundro Plant Maintenance & ...	RFQ		25 days 1 hour	Sealed	0

Select Negotiation: Respond

Click: Appropriate "Negotiation Number"

Note Highlighted Area: Negotiation Numbers with a common in them, like 575771,2 (above) or 575771-2,3 (- means Round / , means Amendment), means that there have been amendments made to the original negotiation. As a supplier, you are required to acknowledge any and all amendments to these negotiations before being able to enter your quote.


Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics Home Logout Preferences Help
Open Invitations >
2 Unread Messages
Actions Acknowledge Participation
Go
Header
Lines
Controls
Contract Terms
Show All Details | Hide All Details

RFQ: 582752

Title **Demolition of various houses**
Status **Active (Locked)**
Time Left **5 days 3 hours**

Open Date **13-May-2014 14:39:35**
Close Date **27-May-2014 14:00:00**

Buyer **PITMAN, STEPHEN**
Quote Style **Sealed**
Description **Demolition of various houses**

Outcome **Standard Purchase Order**
Event

Terms

Bill-To Address BILL TO: METRO PAYMENT SERVICES
Ship-To Address 1 METRO SITE LOCATION | 1590
FOB **Inside Delivery**

Payment Terms **Net 30**
Carrier
Freight Terms **Supplier Prepaid**

Currency

RFQ Currency **USD**
Price Precision **Any**

Requirements

Details Section

- Show Solicitiation Method
- Show Solicitation Objective
- Show Solicitation Objective Summary
- Show Scope Detail and Functional Requirements
- Show Construction Clauses
- Show Standard Solicitation Requirements
- Show Good Faith Efforts
- Show Insurance Requirements
- Show Affidavit
- Show Drug-Free Workplace Affidavit

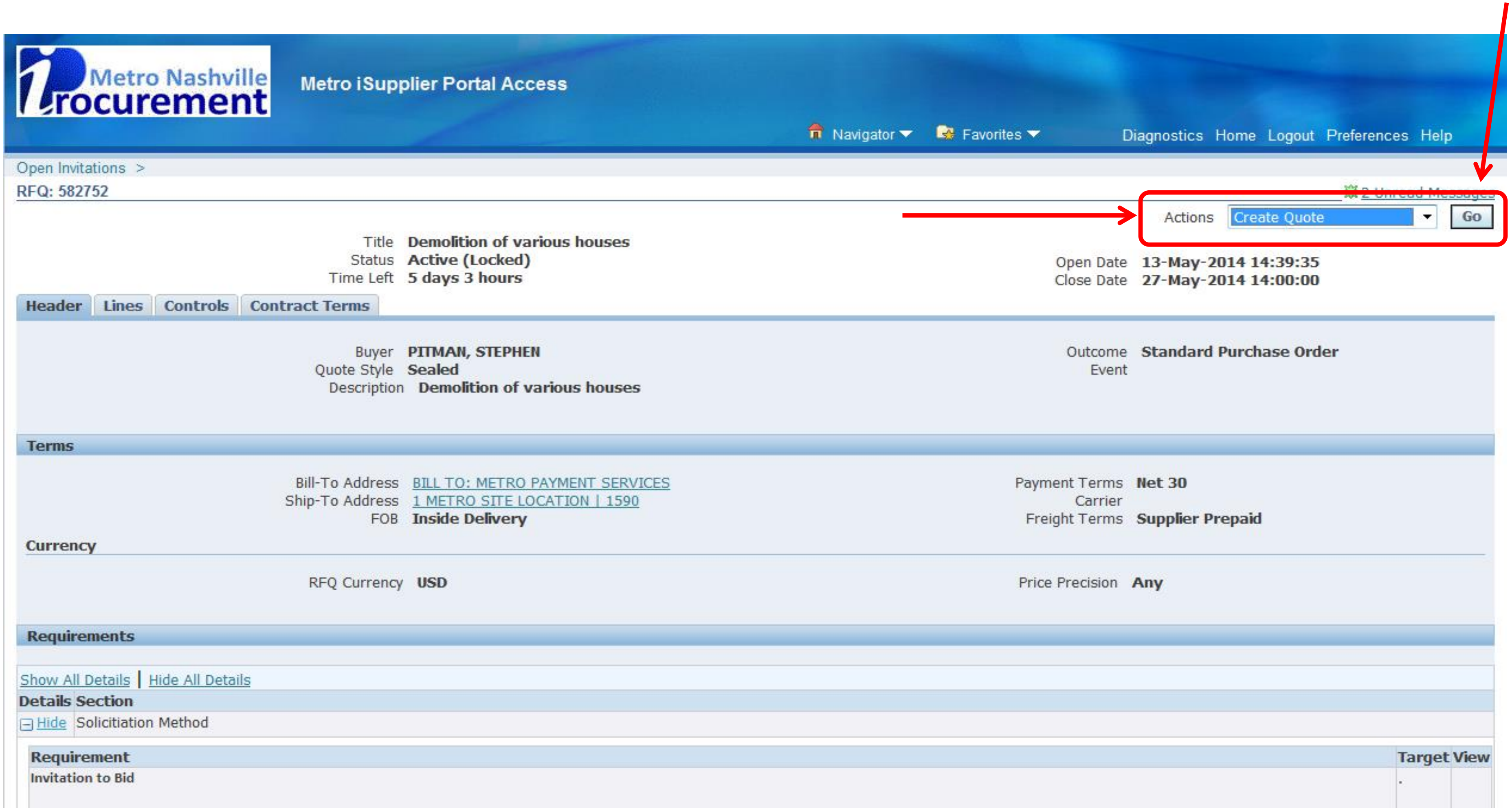
Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Click: "Header" Tab

Click: "Show All Details" (You should see the body of the solicitation.)

Note Highlighted Area: Some solicitations have attachments added to them. Attachments can be found under "Notes and Attachments" at the bottom of the page.


Metro Nashville
iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Open Invitations >
2 Unread Messages
Actions
Create Quote
Go
Header
Lines
Controls
Contract Terms
Show All Details | Hide All Details
Hide

RFQ: 582752

Title **Demolition of various houses**
Status **Active (Locked)**
Time Left **5 days 3 hours**
Open Date **13-May-2014 14:39:35**
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Buyer **PITMAN, STEPHEN**
Quote Style **Sealed**
Description **Demolition of various houses**
Outcome **Standard Purchase Order**
Event

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Bill-To Address BILL TO: METRO PAYMENT SERVICES
Ship-To Address 1 METRO SITE LOCATION | 1590
FOB **Inside Delivery**
Payment Terms **Net 30**
Carrier
Freight Terms **Supplier Prepaid**

Currency

RFQ Currency **USD**
Price Precision **Any**

Requirements

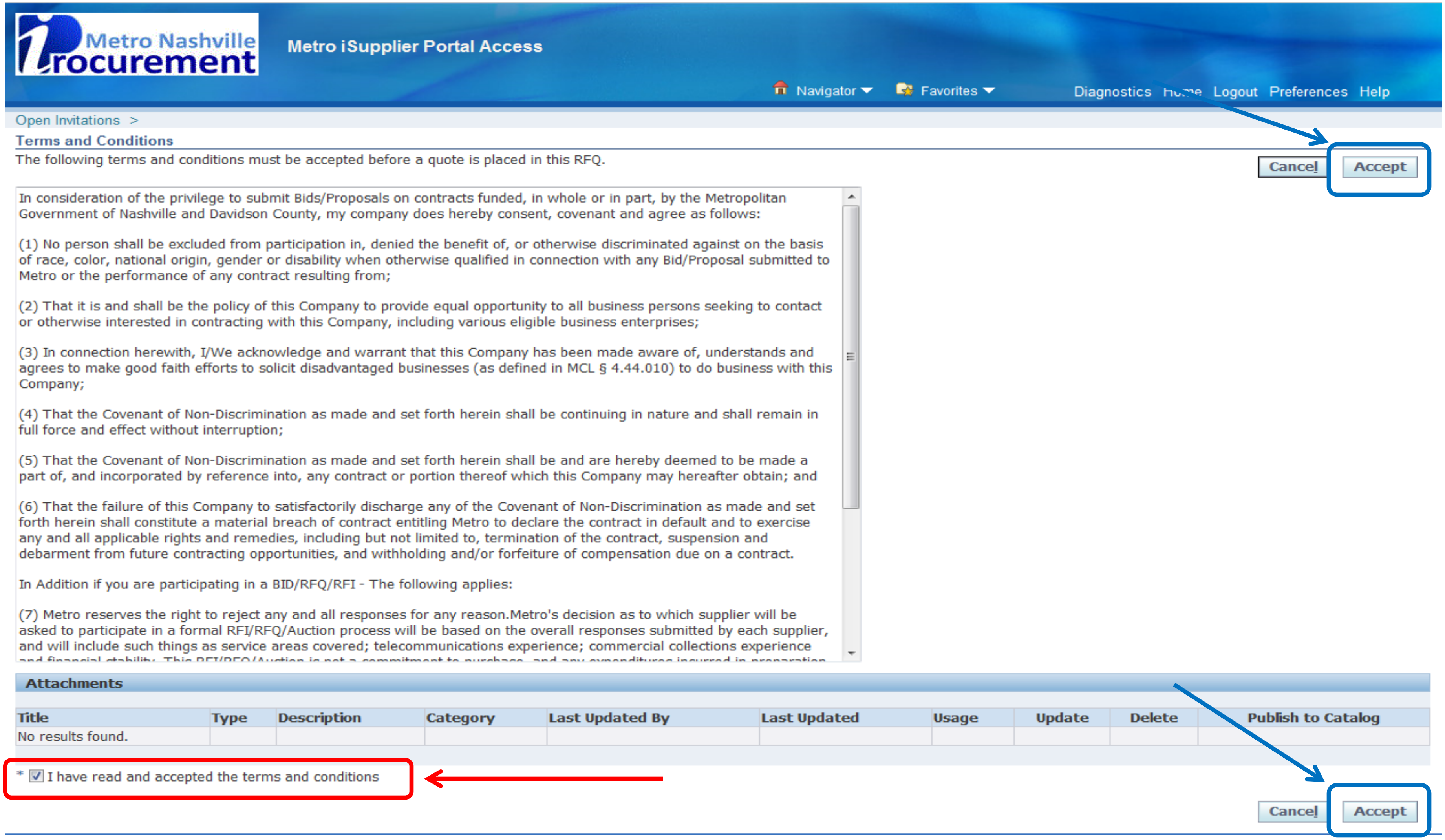
Details Section

Solicitiation Method

Requirement	Target	View
Invitation to Bid	.	

If you want to create a quote after viewing details of the solicitation:

Select: “Create Quote” from the Actions drop-down menu and
Click: “Go”



Open Invitations >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

In consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by the Metropolitan Government of Nashville and Davidson County, my company does hereby consent, covenant and agree as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender or disability when otherwise qualified in connection with any Bid/Proposal submitted to Metro or the performance of any contract resulting from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible business enterprises;

(3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make good faith efforts to solicit disadvantaged businesses (as defined in MCL § 4.44.010) to do business with this Company;

(4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and

(6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Metro to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due on a contract.

In Addition if you are participating in a BID/RFQ/RFI - The following applies:

(7) Metro reserves the right to reject any and all responses for any reason.Metro's decision as to which supplier will be asked to participate in a formal RFI/RFQ/Auction process will be based on the overall responses submitted by each supplier, and will include such things as service areas covered; telecommunications experience; commercial collections experience and financial stability. This RFI/RFQ/Auction is not a commitment to purchase, and any expenditures incurred in preparation

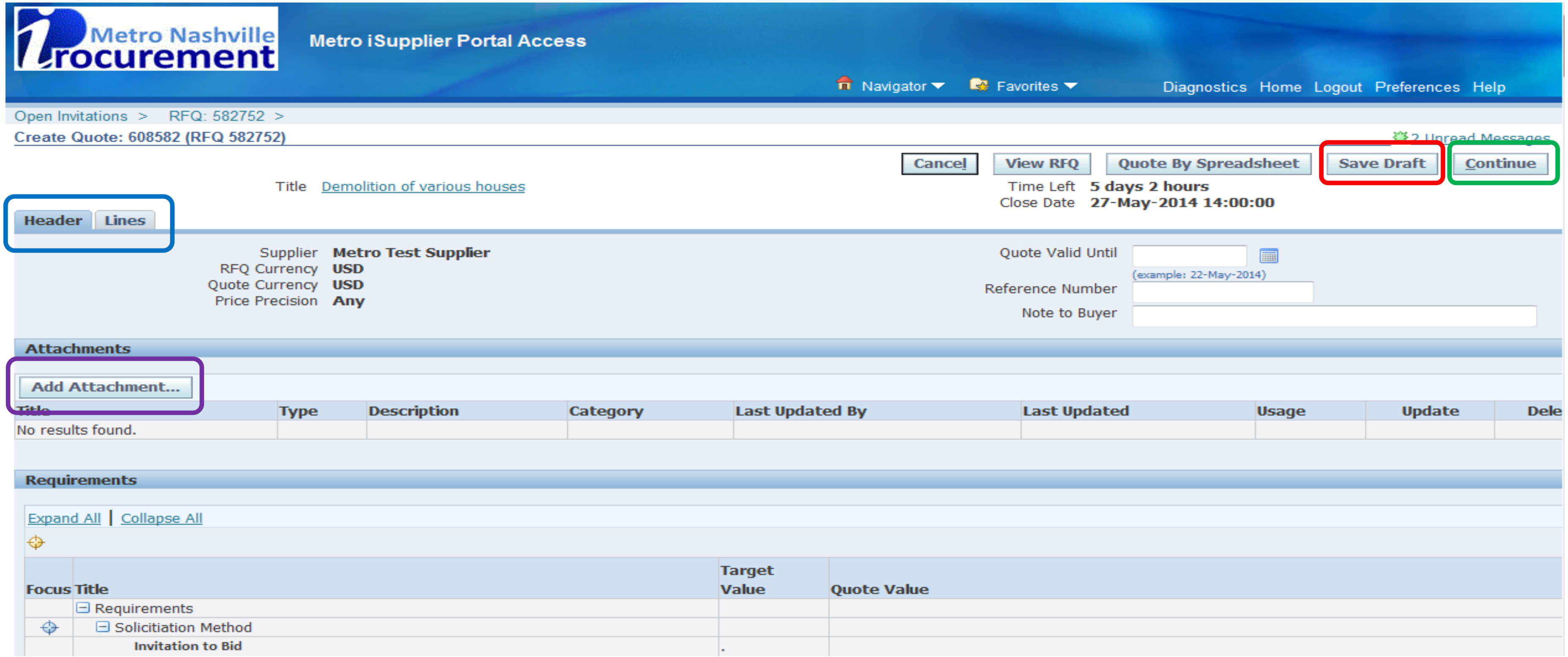
Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

* ☑ I have read and accepted the terms and conditions

Verify: "I have read and accepted the terms and conditions"
Click: "Accept"

Note: These Terms and Conditions are a non-discriminatory / non-negotiable requirement. You must accept this set of Terms and Conditions in order to bid.


Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue
Header
Lines
Add Attachment...
Expand All
Collapse All

Open Invitations > RFQ: 582752 >

Create Quote: 608582 (RFQ 582752)

2 Unread Messages

Title Demolition of various houses

Time Left **5 days 2 hours**

Close Date **27-May-2014 14:00:00**

Supplier **Metro Test Supplier**

RFQ Currency **USD**

Quote Currency **USD**

Price Precision **Any**

Quote Valid Until

(example: 22-May-2014)

Reference Number

Note to Buyer

Attachments

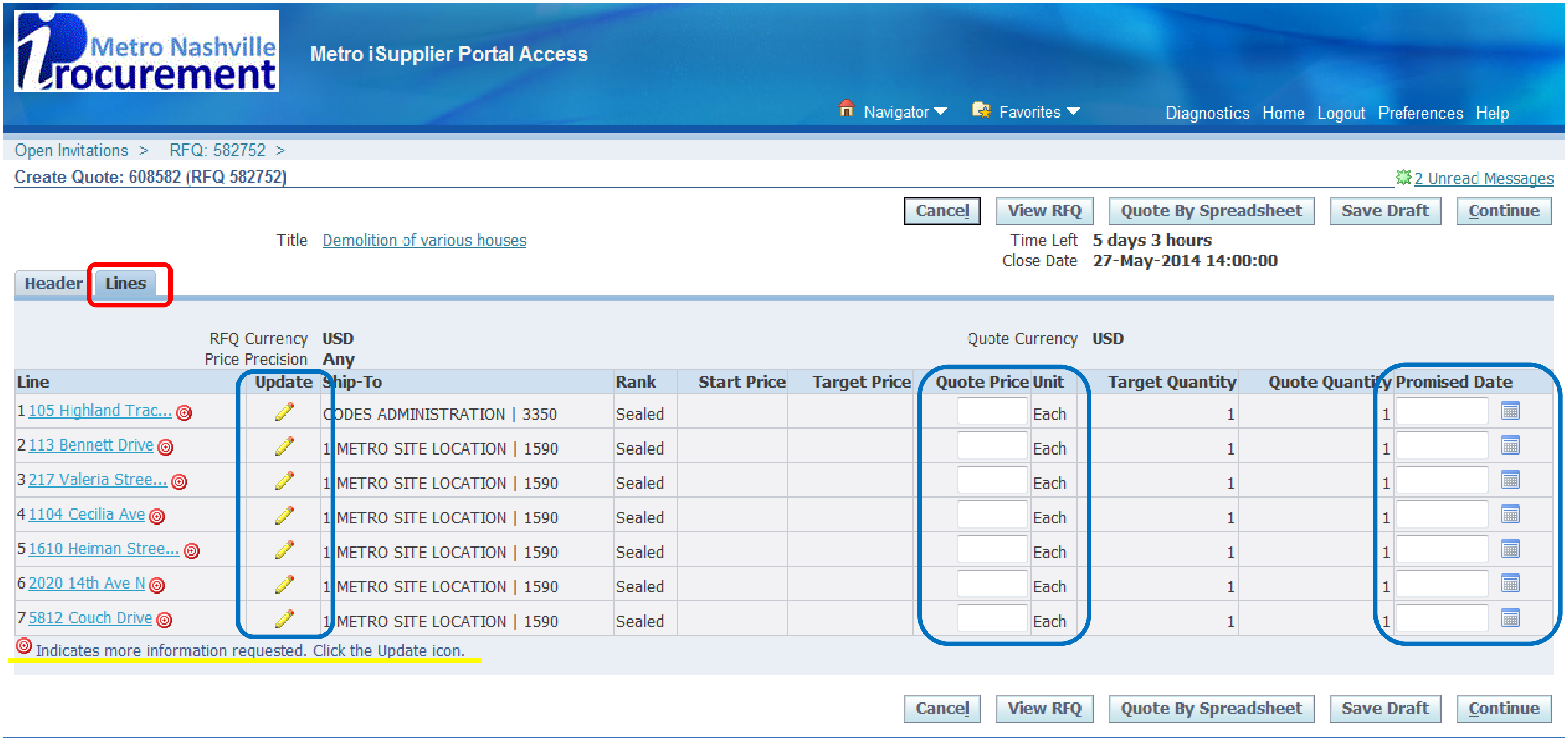
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Dele
No results found.								

Requirements

Focus	Title	Target Value	Quote Value
	Requirements		
	Solicitiation Method		
	Invitation to Bid	.	

You can now enter the required information needed in submitting your bid through the iSupplier system. It is highly recommended to click Save Draft ever so often in order to save your information in case you get logged out of the system or want to continue at a later time. Be aware that you may have to enter information on more than one tab, like in the given example where you have a Header tab and a Lines tab. Once you've entered in all of your bid information, click Save Draft and then click Continue. Some solicitations require you to upload an attachment to your quote. Click Add Attachment to upload your documents. If everything has been entered correctly, you will be on another screen that has the button to Submit.

Note: Metro staff doesn't have access to your bid when you have only clicked "Save Draft". Metro will not see your bid until you have clicked "Submit."


Metro Nashville iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Open Invitations > RFQ: 582752 >
2 Unread Messages
Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue
Header
Lines

Create Quote: 608582 (RFQ 582752)

Title Demolition of various houses

Time Left **5 days 3 hours**
Close Date **27-May-2014 14:00:00**

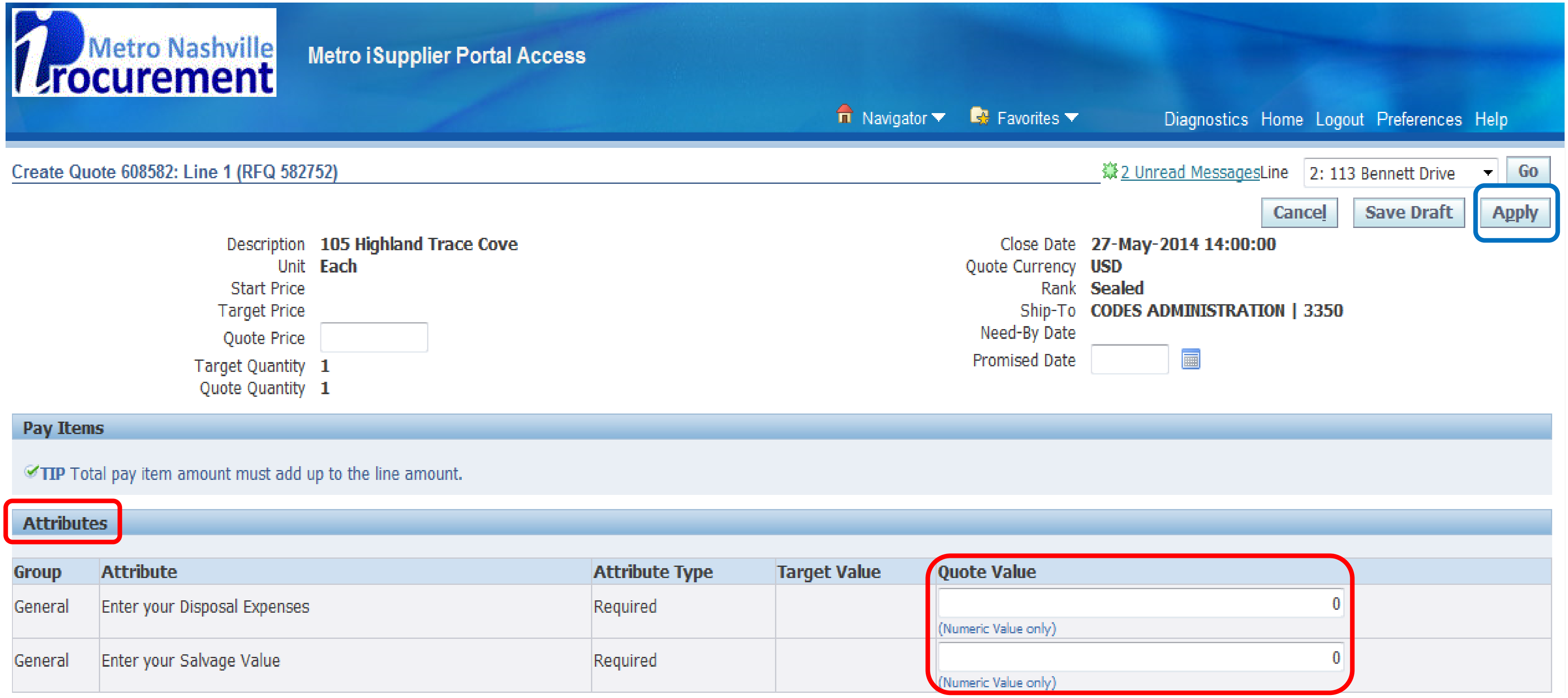
RFQ Currency **USD**
Price Precision **Any**
Quote Currency **USD**

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 105 Highland Trac... ◎	✎	CODES ADMINISTRATION | 3350	Sealed				Each	1	1	
2 113 Bennett Drive ◎	✎	1 METRO SITE LOCATION | 1590	Sealed				Each	1	1	
3 217 Valeria Stree... ◎	✎	1 METRO SITE LOCATION | 1590	Sealed				Each	1	1	
4 1104 Cecilia Ave ◎	✎	1 METRO SITE LOCATION | 1590	Sealed				Each	1	1	
5 1610 Heiman Stree... ◎	✎	1 METRO SITE LOCATION | 1590	Sealed				Each	1	1	
6 2020 14th Ave N ◎	✎	1 METRO SITE LOCATION | 1590	Sealed				Each	1	1	
7 5812 Couch Drive ◎	✎	1 METRO SITE LOCATION | 1590	Sealed				Each	1	1	

◎ Indicates more information requested. Click the Update icon.

Metro may provide the opportunity for your Small (SBE) and/or Service Disabled Veteran-owned (SDV) Business for solicitation incentives. Regardless of whether you intend to use an SBE and/or SDV business, you may be required to complete this section before being able to submit your bid. To add this information, you would go to the Lines tab and enter cost (Quote Price Unit) and "Promised Date". If there are line requirement , click on the "Pencil" in the Update column.

Note: If there are line requirements and you do not complete them, you will not be able to submit your bid / quote.


Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
2 Unread Messages
Go
Cancel
Save Draft
Apply

Create Quote 608582: Line 1 (RFQ 582752)

Line 2: 113 Bennett Drive

Description	**105 Highland Trace Cove**
Unit	**Each**
Start Price	
Target Price	
Quote Price	
Target Quantity	**1**
Quote Quantity	**1**

Close Date	**27-May-2014 14:00:00**
Quote Currency	**USD**
Rank	**Sealed**
Ship-To	**CODES ADMINISTRATION | 3350**
Need-By Date	
Promised Date	

Pay Items

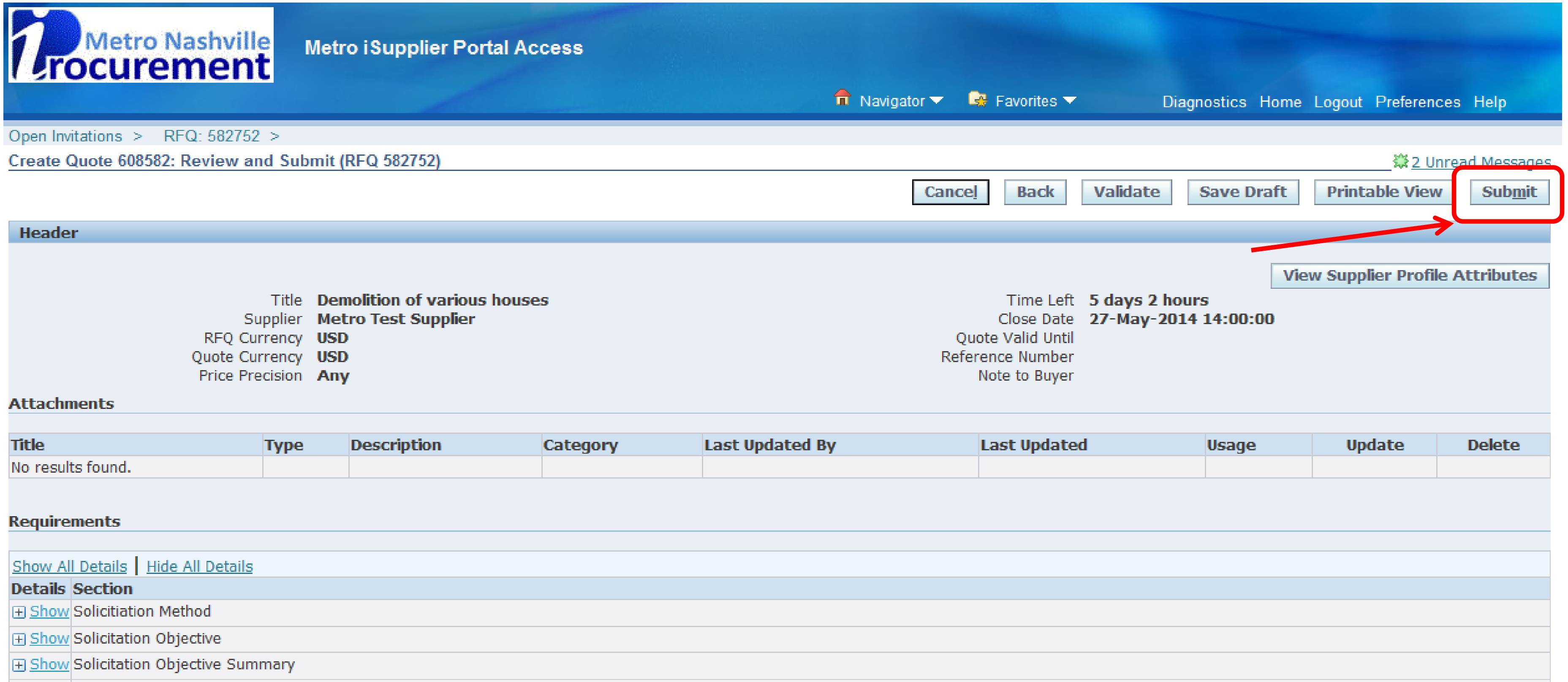
TIP Total pay item amount must add up to the line amount.

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Enter your Disposal Expenses	Required		0 (Numeric Value only)
General	Enter your Salvage Value	Required		0 (Numeric Value only)

This will pull up the Attributes section where you will be able to enter the SBE and / or SDV Participation in dollars and as a percentage. Click Apply once completed.

Note: If there are line requirements and you do not complete them, you will not be able to submit your bid / quote.



Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help

Open Invitations > RFQ: 582752 >

Create Quote 608582: Review and Submit (RFQ 582752)

2 Unread Messages
Cancel
Back
Validate
Save Draft
Printable View
Submit
View Supplier Profile Attributes

Header

Title **Demolition of various houses**
Supplier **Metro Test Supplier**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Time Left **5 days 2 hours**
Close Date **27-May-2014 14:00:00**
Quote Valid Until
Reference Number
Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details | Hide All Details

Details	Section
⊞ Show	Solicitiation Method
⊞ Show	Solicitation Objective
⊞ Show	Solicitation Objective Summary

If needed, you may click "Save Draft" and come back later to complete.

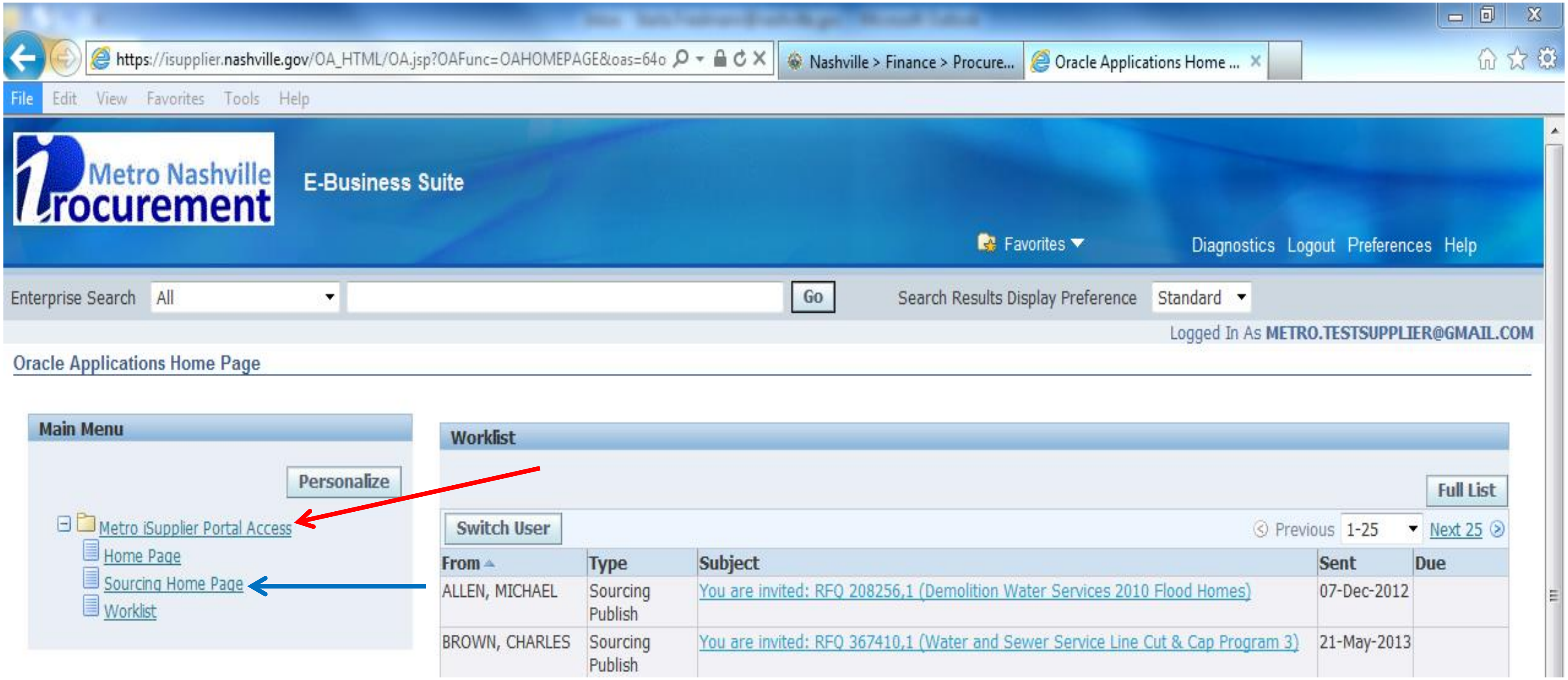
Click: "Submit" **(Note: Metro staff doesn't have access to your bid when you have only clicked "Save Draft". Metro will not see your bid until you have clicked "Submit.")**

Note: Your bid is not considered complete until after you have clicked Submit. If you are unsure if your bid was submitted successfully, please contact the buyer on the solicitation prior to the close date deadline. Bids that are incomplete and not successfully submitted before the close date will NOT be considered in the evaluation to award. You can submit multiple times before the close date and the most recent version submitted will be the one taken into account for the evaluation.

Amendments - Finding / Viewing Negotiation Details and Creating a Quote

Amendments - Finding / Viewing Negotiation Details and Creating a Quote

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
E-Business Suite
Favorites
Diagnostics
Logout
Preferences
Help
Enterprise Search
All
Go
Search Results Display Preference
Standard
Oracle Applications Home Page
Main Menu
Personalize
Metro iSupplier Portal Access
Home Page
Sourcing Home Page
Worklist
Full List
Switch User
Previous
1-25
Next 25

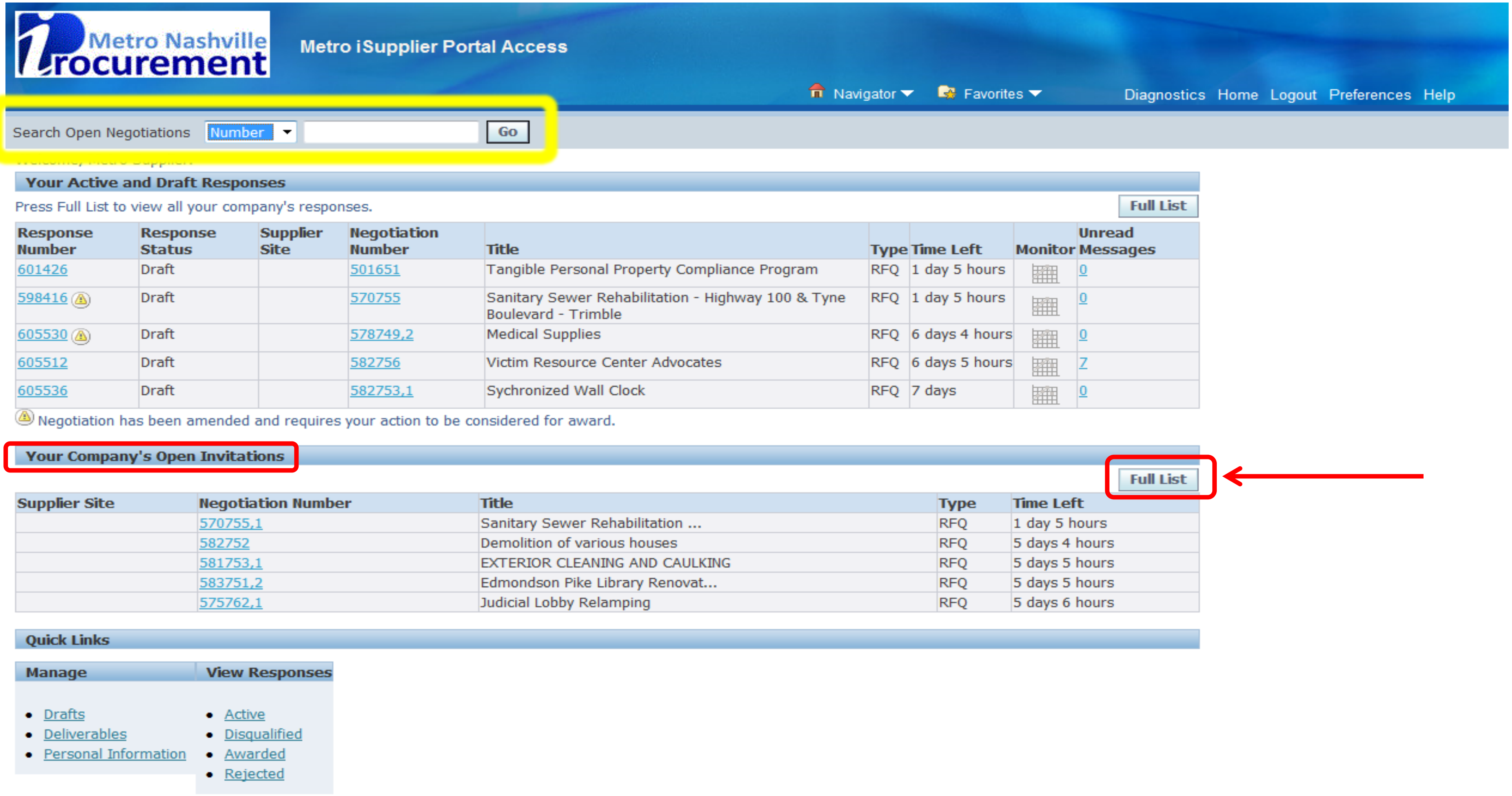
Logged In As METRO.TESTSUPPLIER@GMAIL.COM

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Sourcing Home Page” (This action will take you to your Active Drafts and Open Invitations Page.)


Metro Nashville iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Search Open Negotiations
Number
Go

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
601426	Draft		501651	Tangible Personal Property Compliance Program	RFQ	1 day 5 hours	▦	0
598416 ⚠	Draft		570755	Sanitary Sewer Rehabilitation - Highway 100 & Tyne Boulevard - Trimble	RFQ	1 day 5 hours	▦	0
605530 ⚠	Draft		578749,2	Medical Supplies	RFQ	6 days 4 hours	▦	0
605512	Draft		582756	Victim Resource Center Advocates	RFQ	6 days 5 hours	▦	7
605536	Draft		582753,1	Sychronized Wall Clock	RFQ	7 days	▦	0

⚠ Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

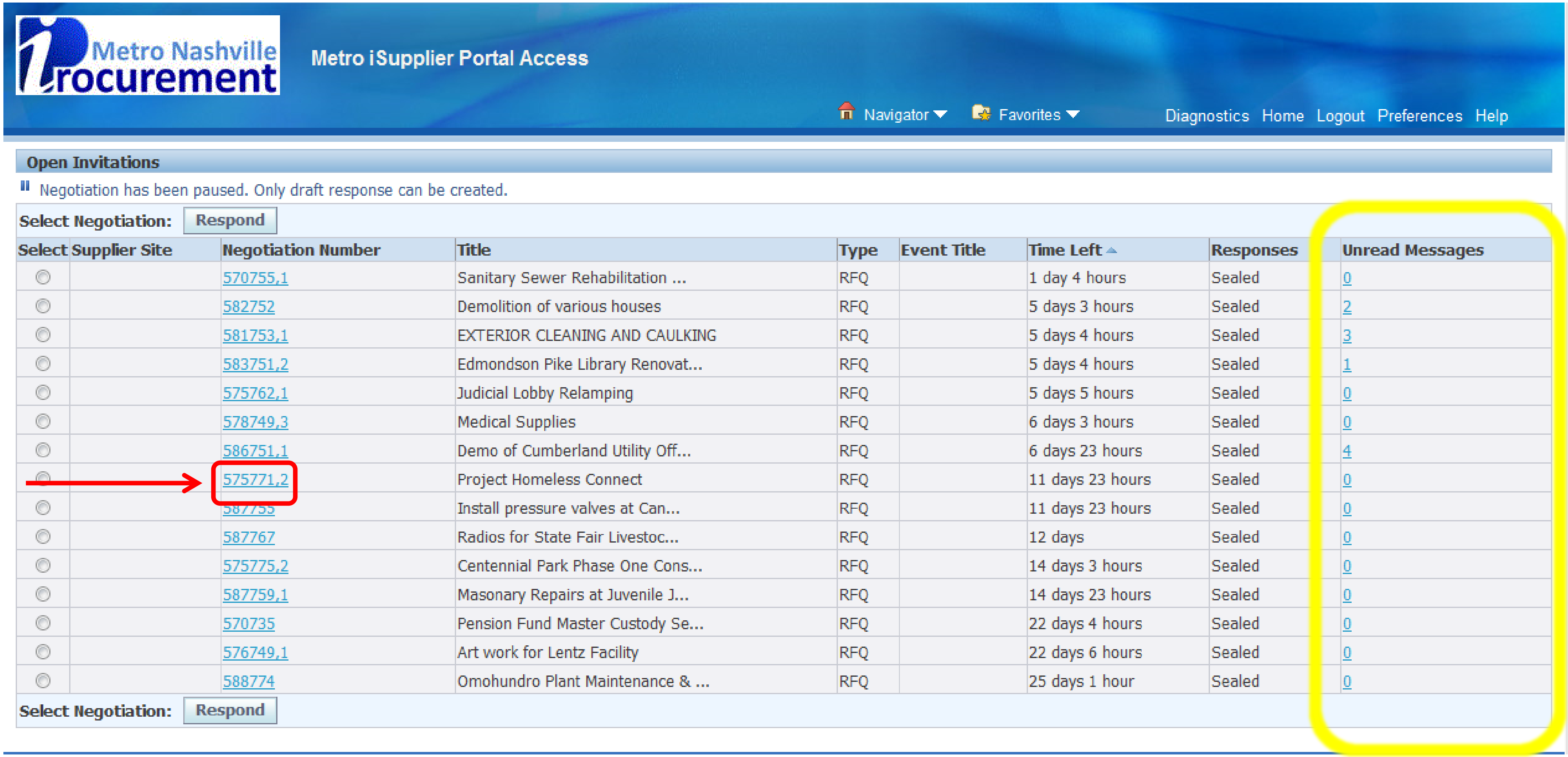
Supplier Site	Negotiation Number	Title	Type	Time Left
	570755,1	Sanitary Sewer Rehabilitation ...	RFQ	1 day 5 hours
	582752	Demolition of various houses	RFQ	5 days 4 hours
	581753,1	EXTERIOR CLEANING AND CAULKING	RFQ	5 days 5 hours
	583751,2	Edmondson Pike Library Renovat...	RFQ	5 days 5 hours
	575762,1	Judicial Lobby Relamping	RFQ	5 days 6 hours

Quick Links

Manage	View Responses
Drafts Deliverables Personal Information	Active Disqualified Awarded Rejected

Click: "Full List" under Your Company's Open Invitations

Note Highlighted Area: If you haven't received an invitation to participate in a specific negotiation but you have the negotiation number from the Bidding Opportunities list within iSupplier (https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_Page) , then you can search by the Negotiation Number in the "Search Open Negotiations" area . Select "Number" from the drop-down menu, enter the Negotiation Number and then click "Go".



Open Invitations

Negotiation has been paused. Only draft response can be created.

Select Negotiation: Respond

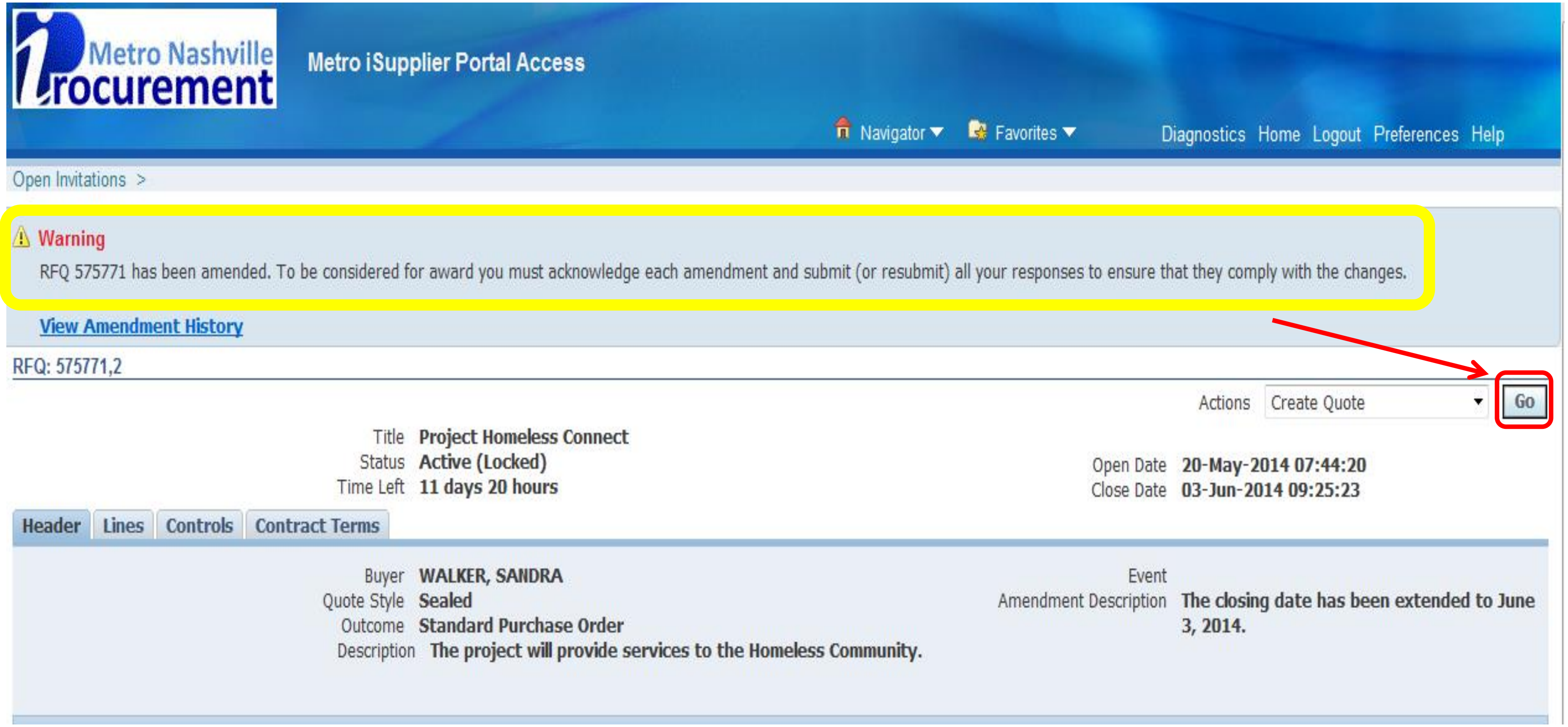
Select	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Responses	Unread Messages
○		570755,1	Sanitary Sewer Rehabilitation ...	RFQ		1 day 4 hours	Sealed	0
○		582752	Demolition of various houses	RFQ		5 days 3 hours	Sealed	2
○		581753,1	EXTERIOR CLEANING AND CAULKING	RFQ		5 days 4 hours	Sealed	3
○		583751,2	Edmondson Pike Library Renovat...	RFQ		5 days 4 hours	Sealed	1
○		575762,1	Judicial Lobby Relamping	RFQ		5 days 5 hours	Sealed	0
○		578749,3	Medical Supplies	RFQ		6 days 3 hours	Sealed	0
○		586751,1	Demo of Cumberland Utility Off...	RFQ		6 days 23 hours	Sealed	4
○		575771,2	Project Homeless Connect	RFQ		11 days 23 hours	Sealed	0
○		587755	Install pressure valves at Can...	RFQ		11 days 23 hours	Sealed	0
○		587767	Radios for State Fair Livestoc...	RFQ		12 days	Sealed	0
○		575775,2	Centennial Park Phase One Cons...	RFQ		14 days 3 hours	Sealed	0
○		587759,1	Masonary Repairs at Juvenile J...	RFQ		14 days 23 hours	Sealed	0
○		570735	Pension Fund Master Custody Se...	RFQ		22 days 4 hours	Sealed	0
○		576749,1	Art work for Lentz Facility	RFQ		22 days 6 hours	Sealed	0
○		588774	Omohundro Plant Maintenance & ...	RFQ		25 days 1 hour	Sealed	0

Select Negotiation: Respond

Click: Appropriate "Negotiation Number"

Note: Negotiation Numbers with commons (indicates amendment #) and dashes (indicates round #) in them (example: 575221,2 or 575221-2,3) mean that there have been amendments made to the original negotiation. As a supplier, you are required to acknowledge any and all amendments to these negotiations before being able to enter your quote.

Note Highlighted Area: This section shows online comments that need to be read.


Metro Nashville iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Open Invitations >

⚠ Warning

RFQ 575771 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

View Amendment History

RFQ: 575771,2

Actions: Create Quote [Go]

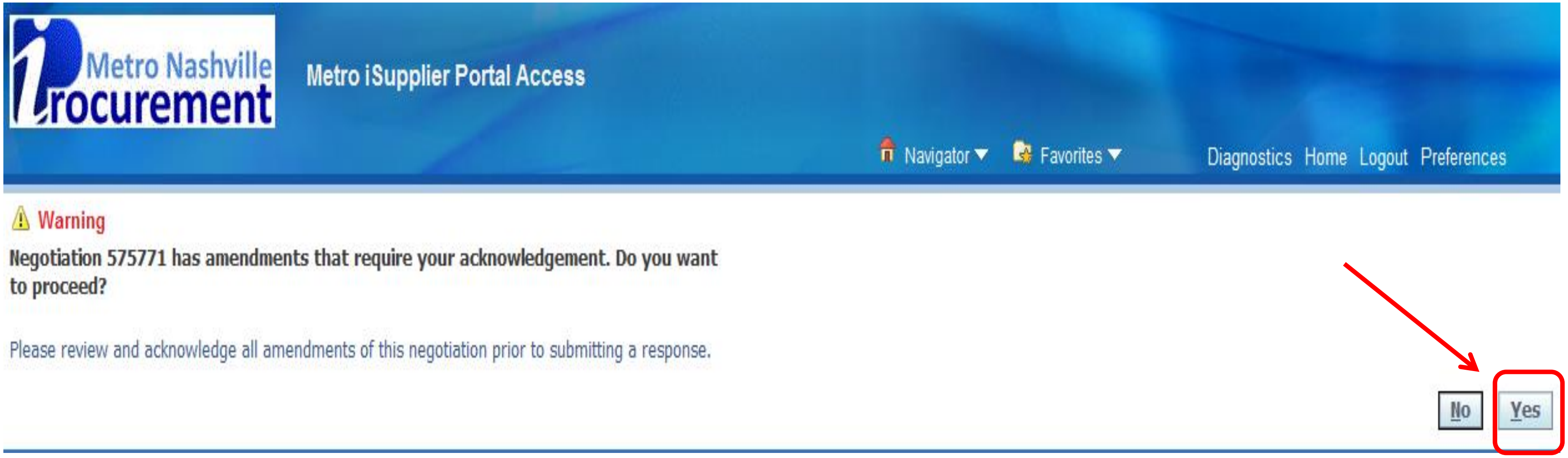
Title: Project Homeless Connect
Status: Active (Locked)
Time Left: 11 days 20 hours
Open Date: 20-May-2014 07:44:20
Close Date: 03-Jun-2014 09:25:23

Header
Lines
Controls
Contract Terms

Buyer: WALKER, SANDRA
Quote Style: Sealed
Outcome: Standard Purchase Order
Description: The project will provide services to the Homeless Community.
Event:
Amendment Description: The closing date has been extended to June 3, 2014.

Click: “Go”

Note Highlighted Area: Warning notice stating the RFQ has been amended.

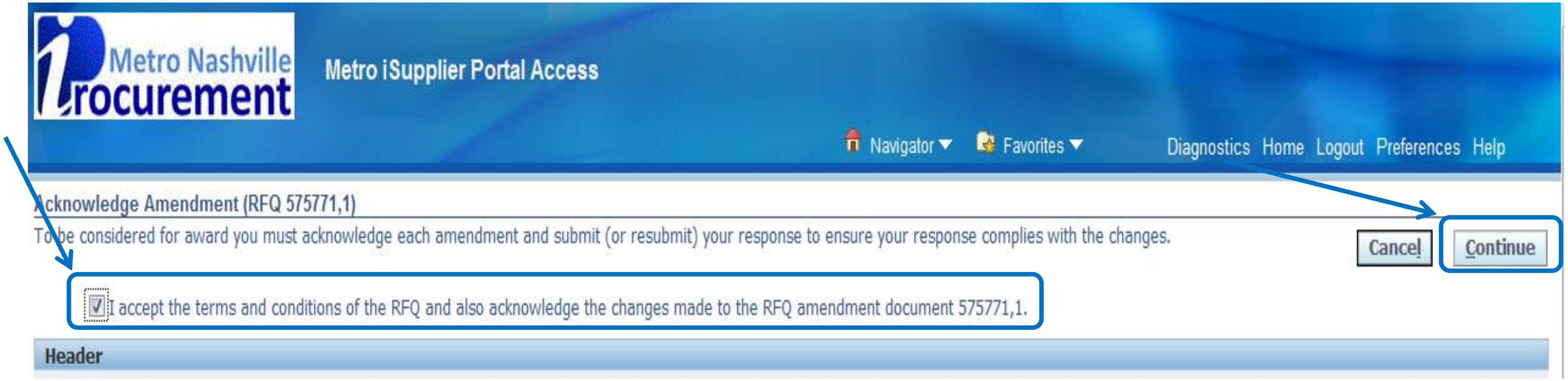

Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
No
Yes

⚠ Warning

Negotiation 575771 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

Click: "Yes" to proceed to acknowledge the Amendment

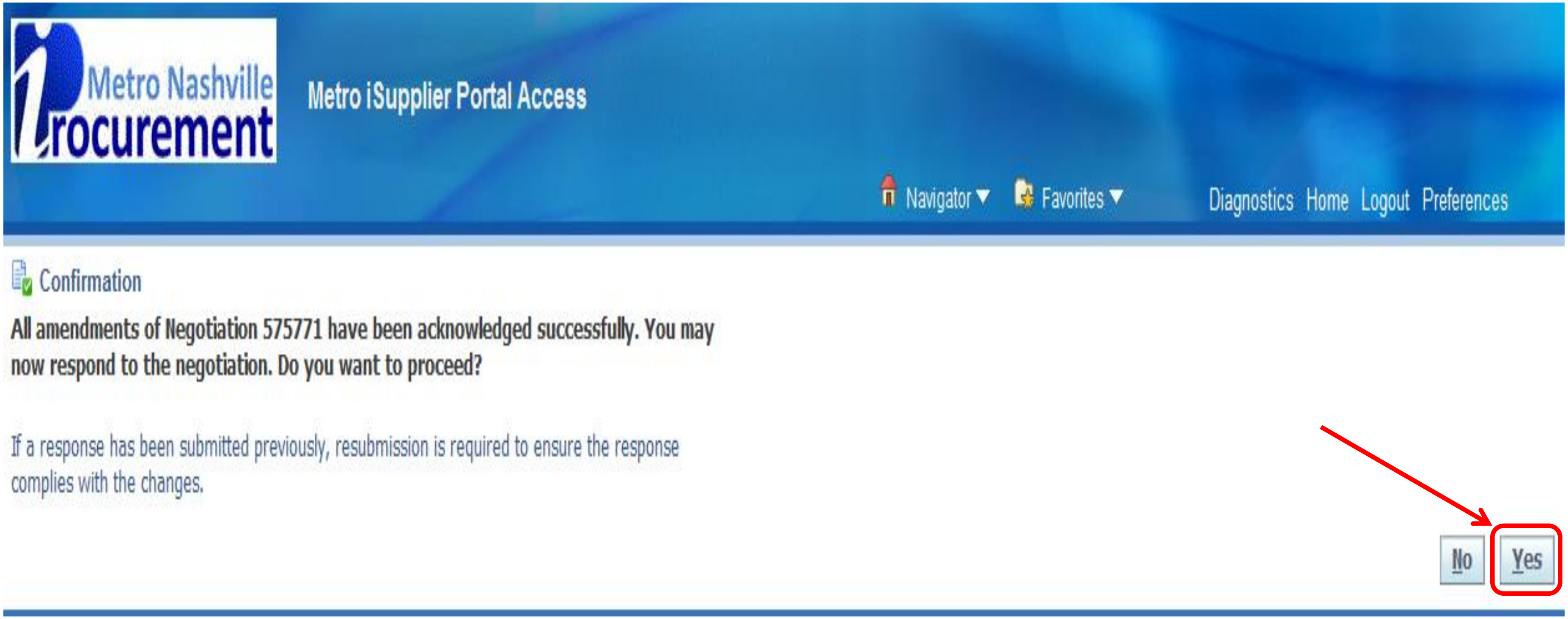

Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Cancel
Continue
Header

Acknowledge Amendment (RFQ 575771,1)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

☑ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 575771,1.

Accept the terms / conditions of the RFQ and acknowledge the changes made to the RFQ then Click: "Continue"


Metro Nashville
Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
No
Yes

Confirmation

All amendments of Negotiation 575771 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

After all amendments have been acknowledged successfully, you will receive a Confirmation:

Click: "Yes" to proceed

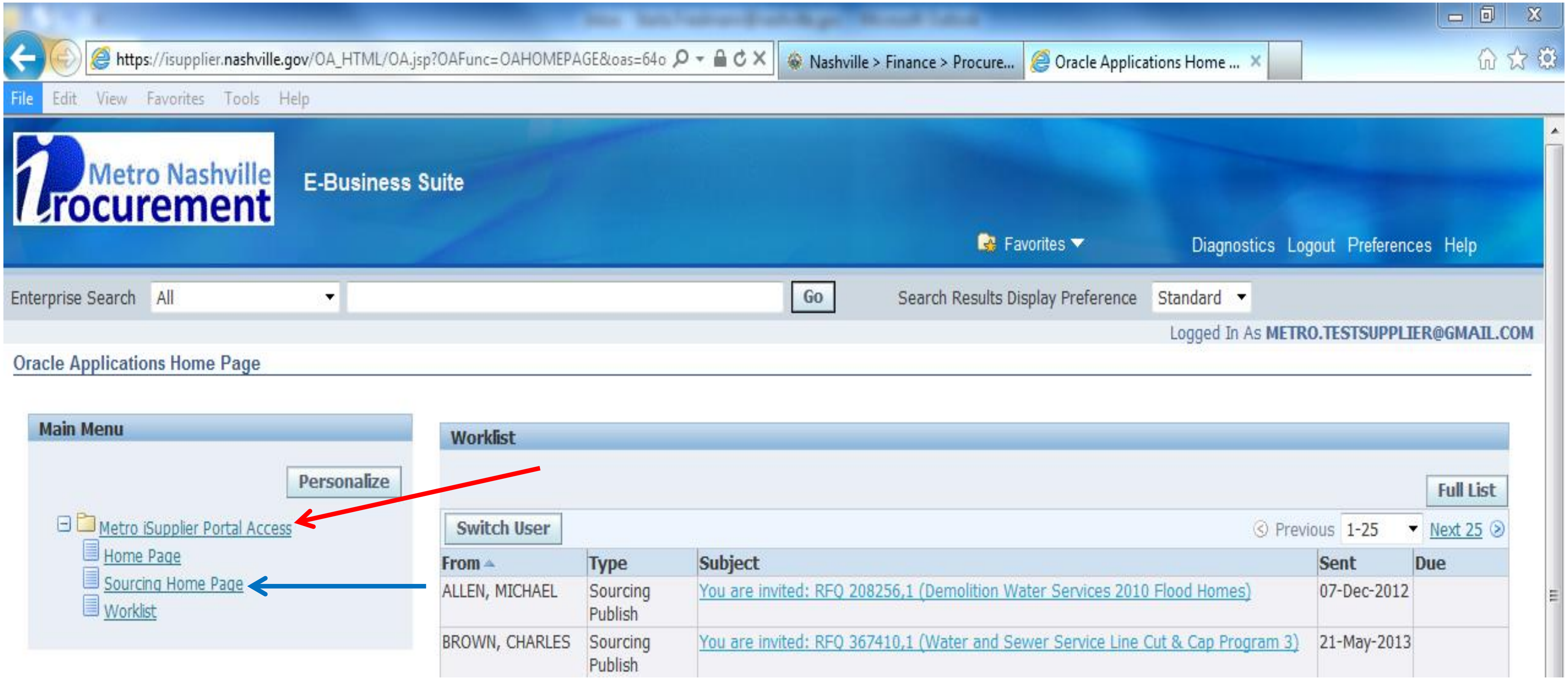
Go to Page 64 of "Finding / Viewing Negotiation Details and Creating a Quote" instructions to complete the submittal for an Amendment.

Note: If an amendment has been made after your bid has been submitted, you will need to go back into the system, acknowledge the amendment and either adjust your quote accordingly or resubmit your bid as is.

Updating
a
Submitted Quote

Updating a Submitted Quote (IMPORTANT: Quotes can be updated as long as it is not past the due date and time.)

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File
Edit
View
Favorites
Tools
Help
Metro Nashville
iProcurement
E-Business Suite
Favorites
Diagnostics
Logout
Preferences
Help
Enterprise Search
All
Go
Search Results Display Preference
Standard
Main Menu
Personalize
Metro iSupplier Portal Access
Home Page
Sourcing Home Page
Worklist
Full List
Switch User
Previous
1-25
Next 25

Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

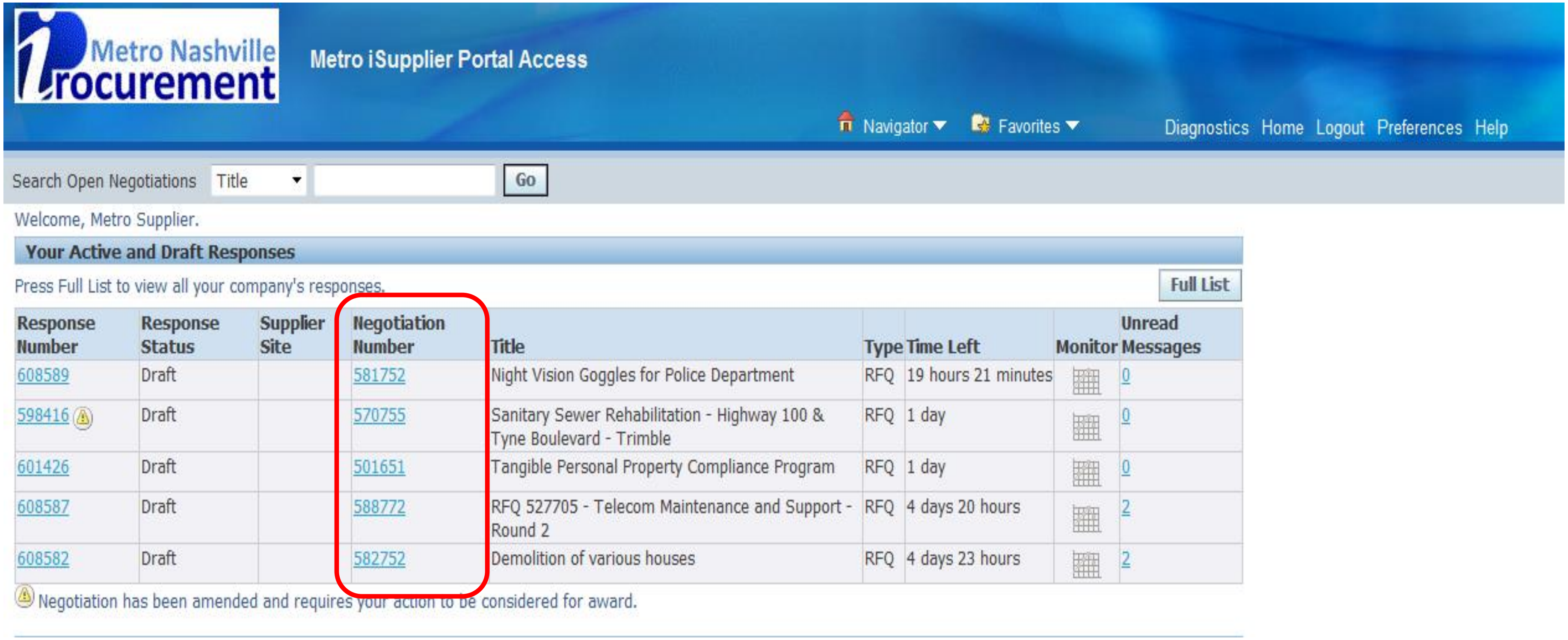
Oracle Applications Home Page

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Sourcing Home Page” (This action will take you to your Active Drafts and Open Invitations Page.)


Metro Nashville
iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Search Open Negotiations
Title
Go
Full List

Welcome, Metro Supplier.

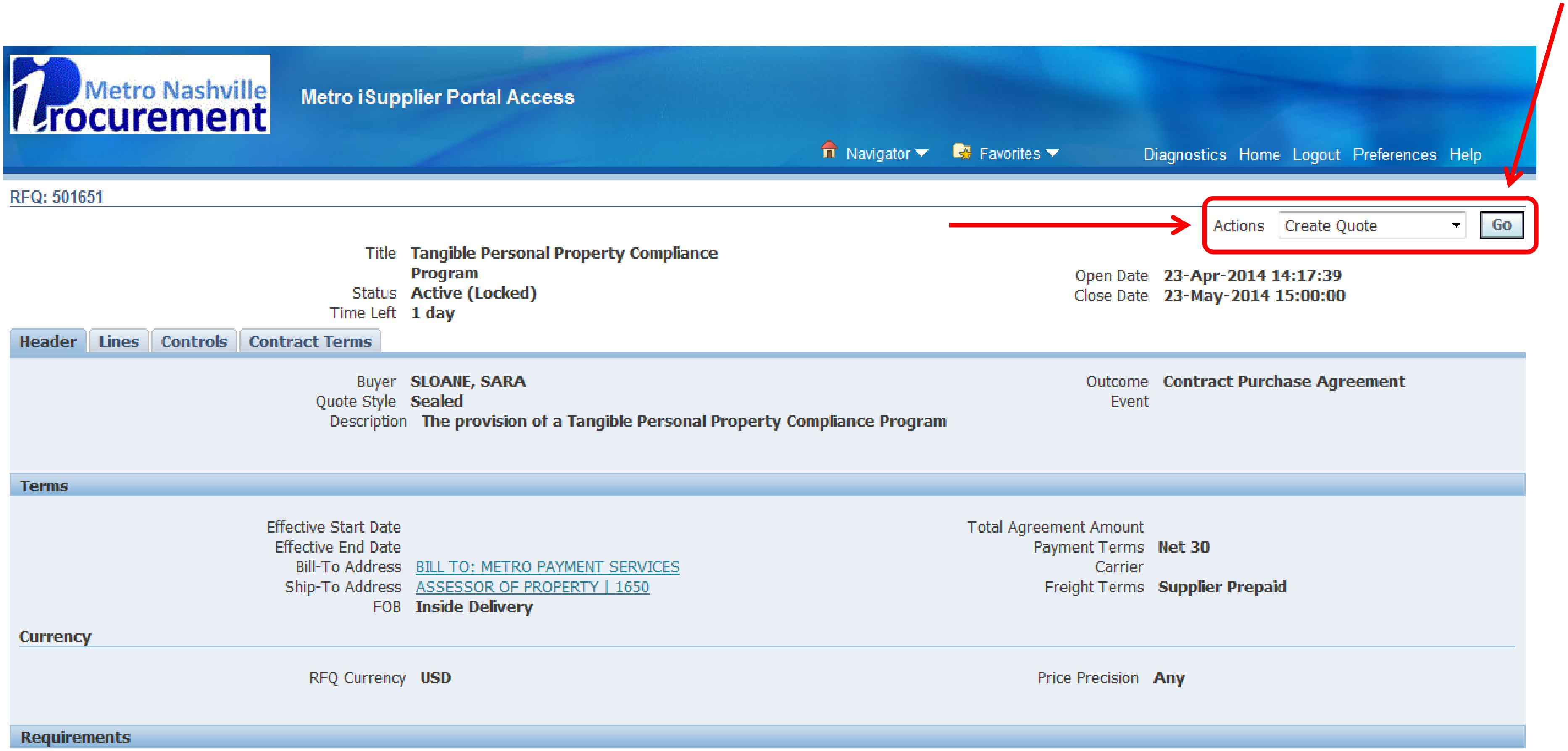
Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
608589	Draft		581752	Night Vision Goggles for Police Department	RFQ	19 hours 21 minutes	▦	0
598416 ⚠	Draft		570755	Sanitary Sewer Rehabilitation - Highway 100 & Tyne Boulevard - Trimble	RFQ	1 day	▦	0
601426	Draft		501651	Tangible Personal Property Compliance Program	RFQ	1 day	▦	0
608587	Draft		588772	RFQ 527705 - Telecom Maintenance and Support - Round 2	RFQ	4 days 20 hours	▦	2
608582	Draft		582752	Demolition of various houses	RFQ	4 days 23 hours	▦	2

⚠ Negotiation has been amended and requires your action to be considered for award.

Click: Appropriate "Negotiation Number" under Your Active and Draft Responses **(Do not Click the Response Number)**


Metro Nashville iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Actions
Create Quote
Go
Header
Lines
Controls
Contract Terms

RFQ: 501651

Title **Tangible Personal Property Compliance Program**
Status **Active (Locked)**
Time Left **1 day**
Open Date **23-Apr-2014 14:17:39**
Close Date **23-May-2014 15:00:00**

Buyer **SLOANE, SARA**
Quote Style **Sealed**
Description **The provision of a Tangible Personal Property Compliance Program**
Outcome **Contract Purchase Agreement**
Event

Terms

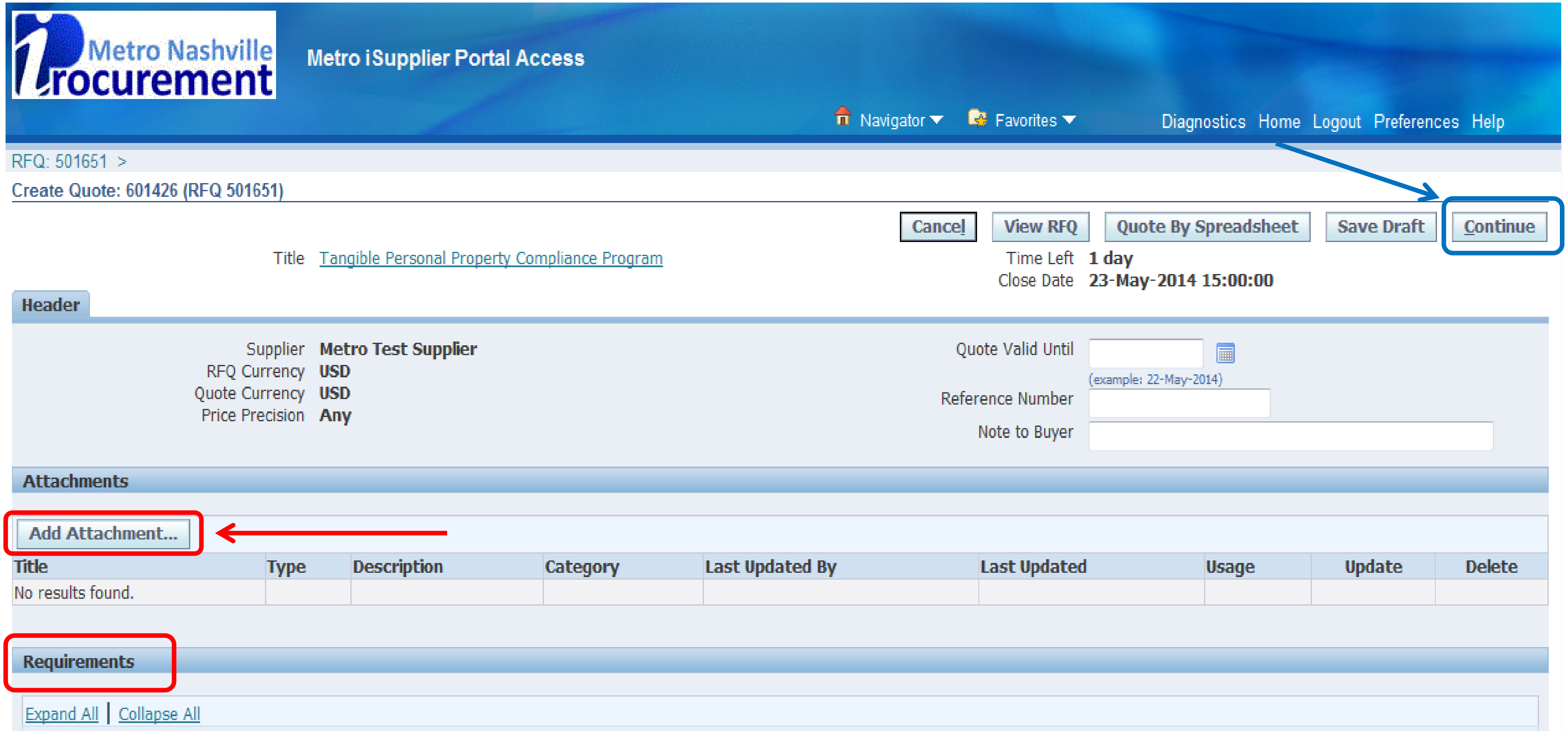
Effective Start Date
Effective End Date
Bill-To Address BILL TO: METRO PAYMENT SERVICES
Ship-To Address ASSESSOR OF PROPERTY | 1650
FOB **Inside Delivery**
Total Agreement Amount
Payment Terms **Net 30**
Carrier
Freight Terms **Supplier Prepaid**

Currency

RFQ Currency **USD**
Price Precision **Any**

Requirements

Select: "Create Quote" from Actions drop-down menu and Click: "Go" **(All the previous submitted information should be there)**


Metro Nashville iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics Home Logout Preferences Help
Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue
Header
Attachments
Add Attachment...
Requirements
Expand All | Collapse All

RFQ: 501651 >

Create Quote: 601426 (RFQ 501651)

Title Tangible Personal Property Compliance Program

Time Left **1 day**
Close Date **23-May-2014 15:00:00**

Supplier **Metro Test Supplier**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

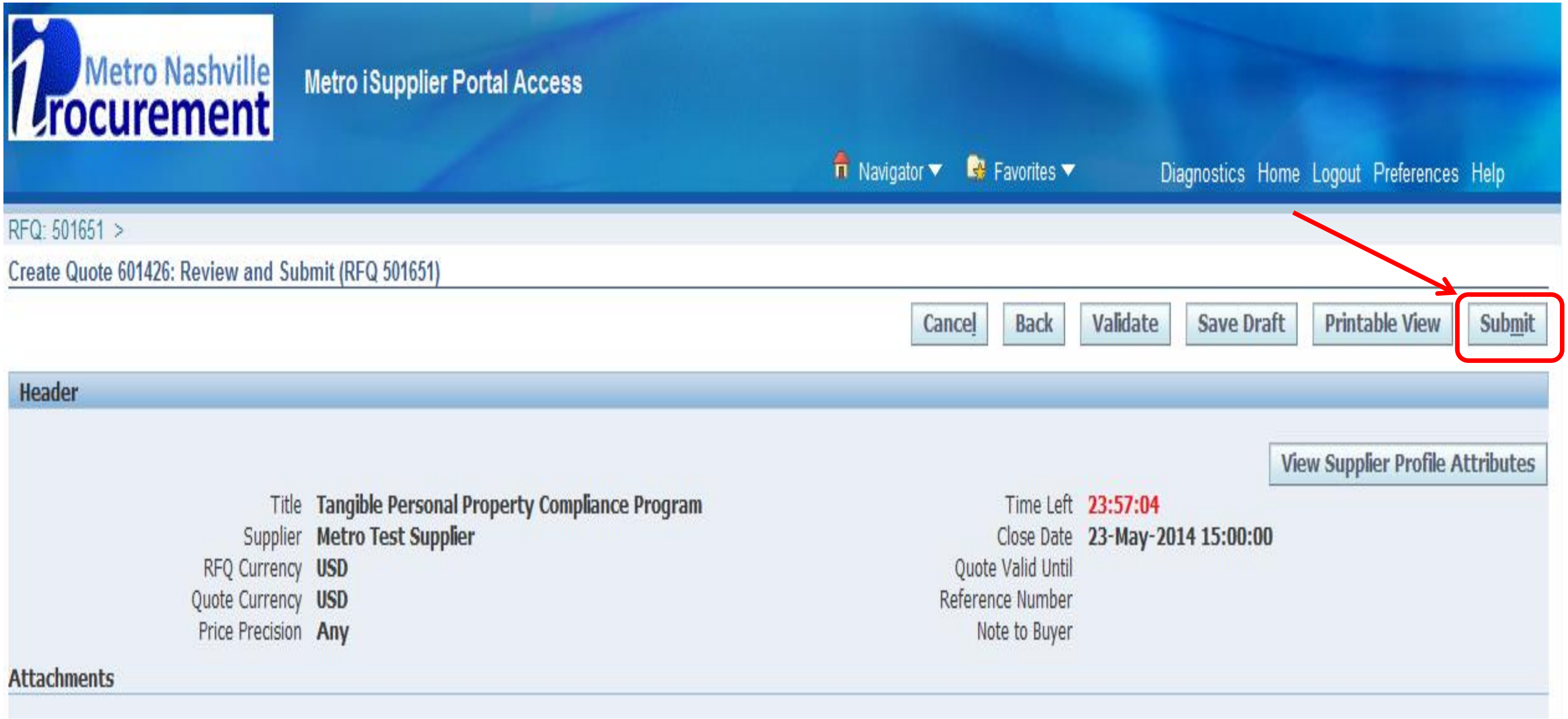
Quote Valid Until
(example: 22-May-2014)
Reference Number
Note to Buyer

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Click: "Add Attachment" to upload Updated Quote Information and Type "See Attachment (the file name)" (example: See Attachment Business Plan) in the appropriate required white box under "Requirements" area

Click: "Continue"

Note: The system doesn't recognize "Adding Attachments" only as a change so it is VERY IMPORTANT to add "See Attachments (the file name)" in the appropriate required white box under the "Requirements" area.



Metro Nashville
Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
RFQ: 501651 >
Cancel
Back
Validate
Save Draft
Printable View
Submit
Header
View Supplier Profile Attributes
Attachments

Create Quote 601426: Review and Submit (RFQ 501651)

Title **Tangible Personal Property Compliance Program**
Supplier **Metro Test Supplier**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

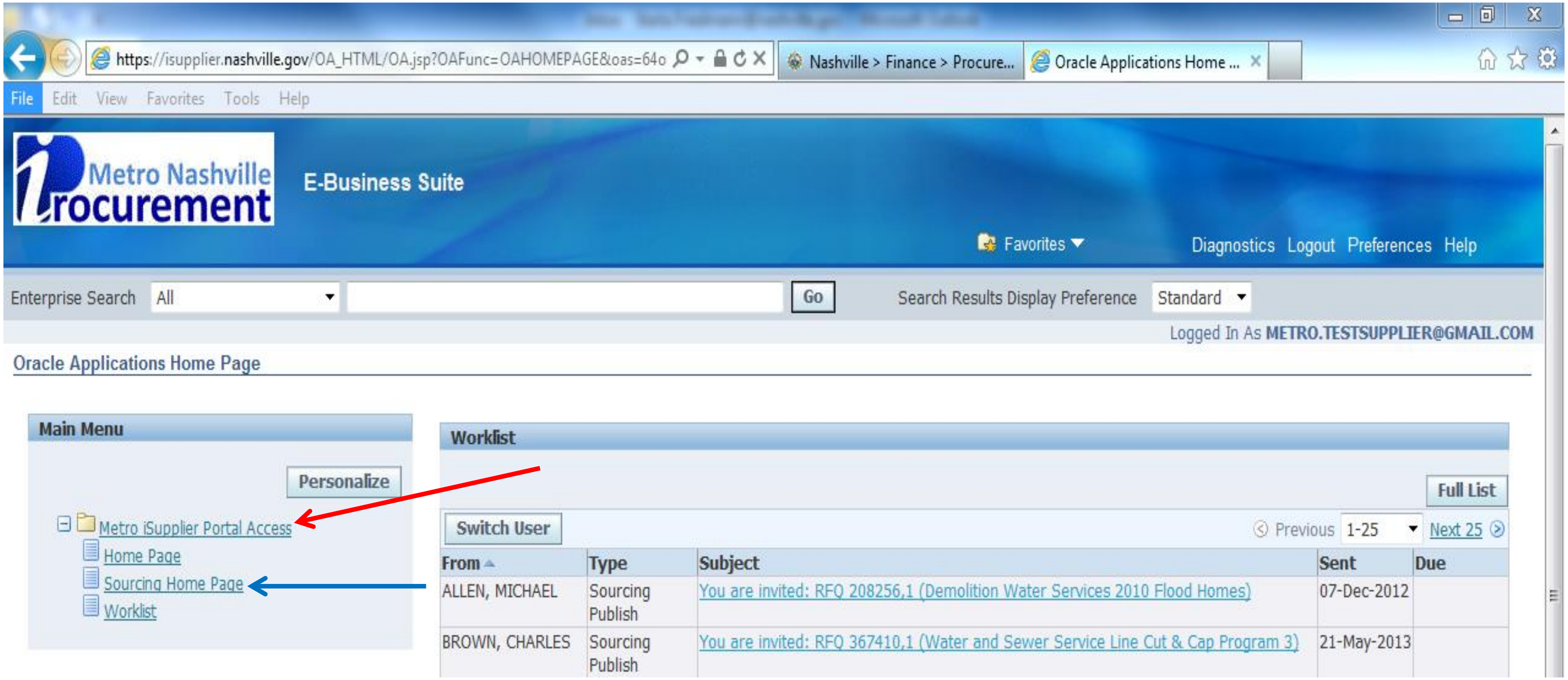
Time Left **23:57:04**
Close Date **23-May-2014 15:00:00**
Quote Valid Until
Reference Number
Note to Buyer

Click: "Submit"

Accessing Online Discussions

Accessing Online Discussions

Login to Metro iSupplier (see previous instructions)


Nashville > Finance > Procure...
Oracle Applications Home ...
File
Edit
View
Favorites
Tools
Help
Metro Nashville Procurement
E-Business Suite
Favorites
Diagnostics
Logout
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https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o

Enterprise Search: All

Search Results Display Preference: Standard

Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

Oracle Applications Home Page

Main Menu

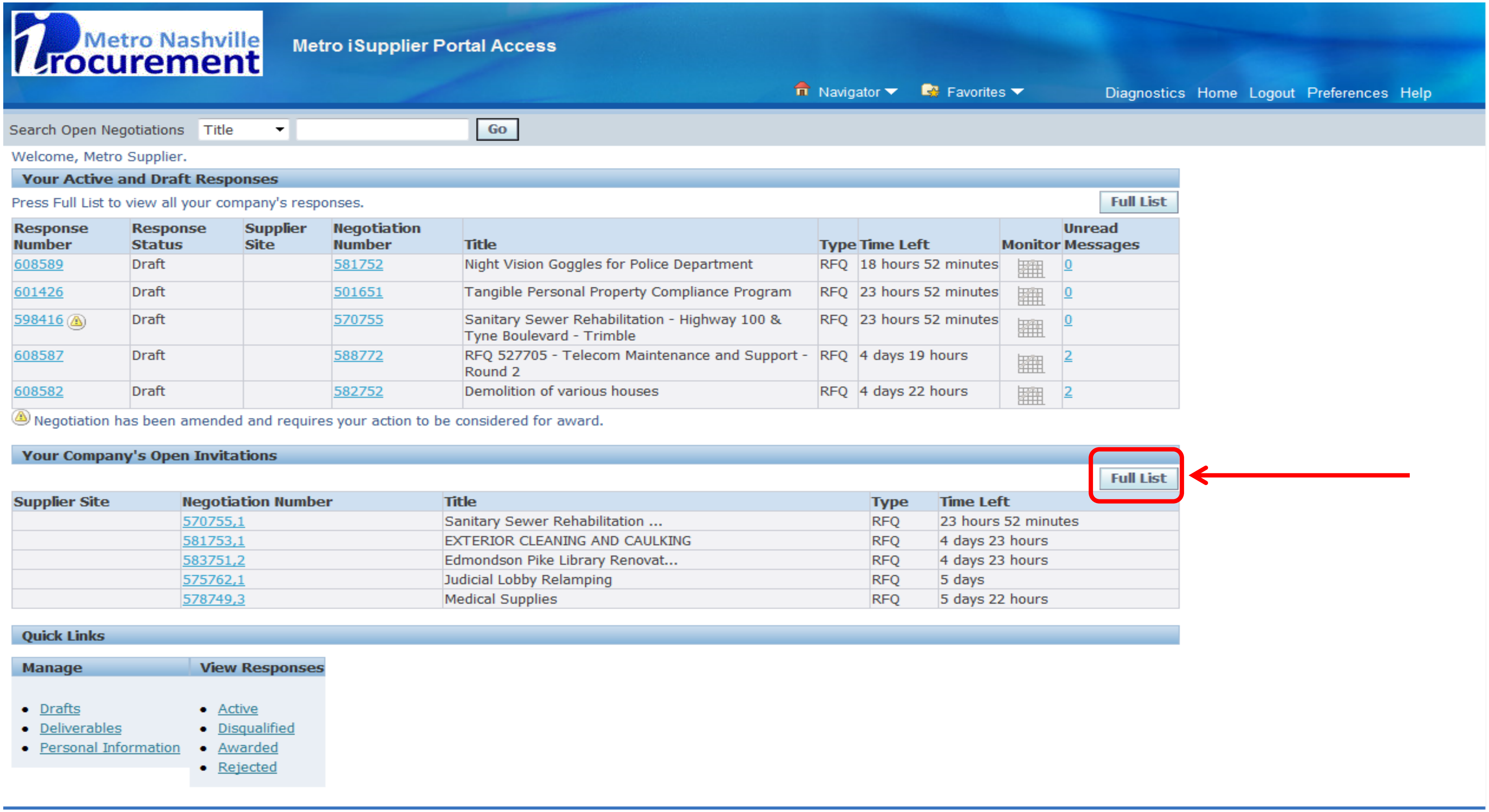
Worklist

1-25

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: "Metro iSupplier Portal Access"

Click: "Sourcing Home Page" (This action will take you to your Active Drafts and Open Invitations Page.)


Metro Nashville iProcurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Search Open Negotiations
Title
Go

Welcome, Metro Supplier.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
608589	Draft		581752	Night Vision Goggles for Police Department	RFQ	18 hours 52 minutes	▦	0
601426	Draft		501651	Tangible Personal Property Compliance Program	RFQ	23 hours 52 minutes	▦	0
598416 ⚠	Draft		570755	Sanitary Sewer Rehabilitation - Highway 100 & Tyne Boulevard - Trimble	RFQ	23 hours 52 minutes	▦	0
608587	Draft		588772	RFQ 527705 - Telecom Maintenance and Support - Round 2	RFQ	4 days 19 hours	▦	2
608582	Draft		582752	Demolition of various houses	RFQ	4 days 22 hours	▦	2

⚠ Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	570755,1	Sanitary Sewer Rehabilitation ...	RFQ	23 hours 52 minutes
	581753,1	EXTERIOR CLEANING AND CAULKING	RFQ	4 days 23 hours
	583751,2	Edmondson Pike Library Renovat...	RFQ	4 days 23 hours
	575762,1	Judicial Lobby Relamping	RFQ	5 days
	578749,3	Medical Supplies	RFQ	5 days 22 hours

Quick Links

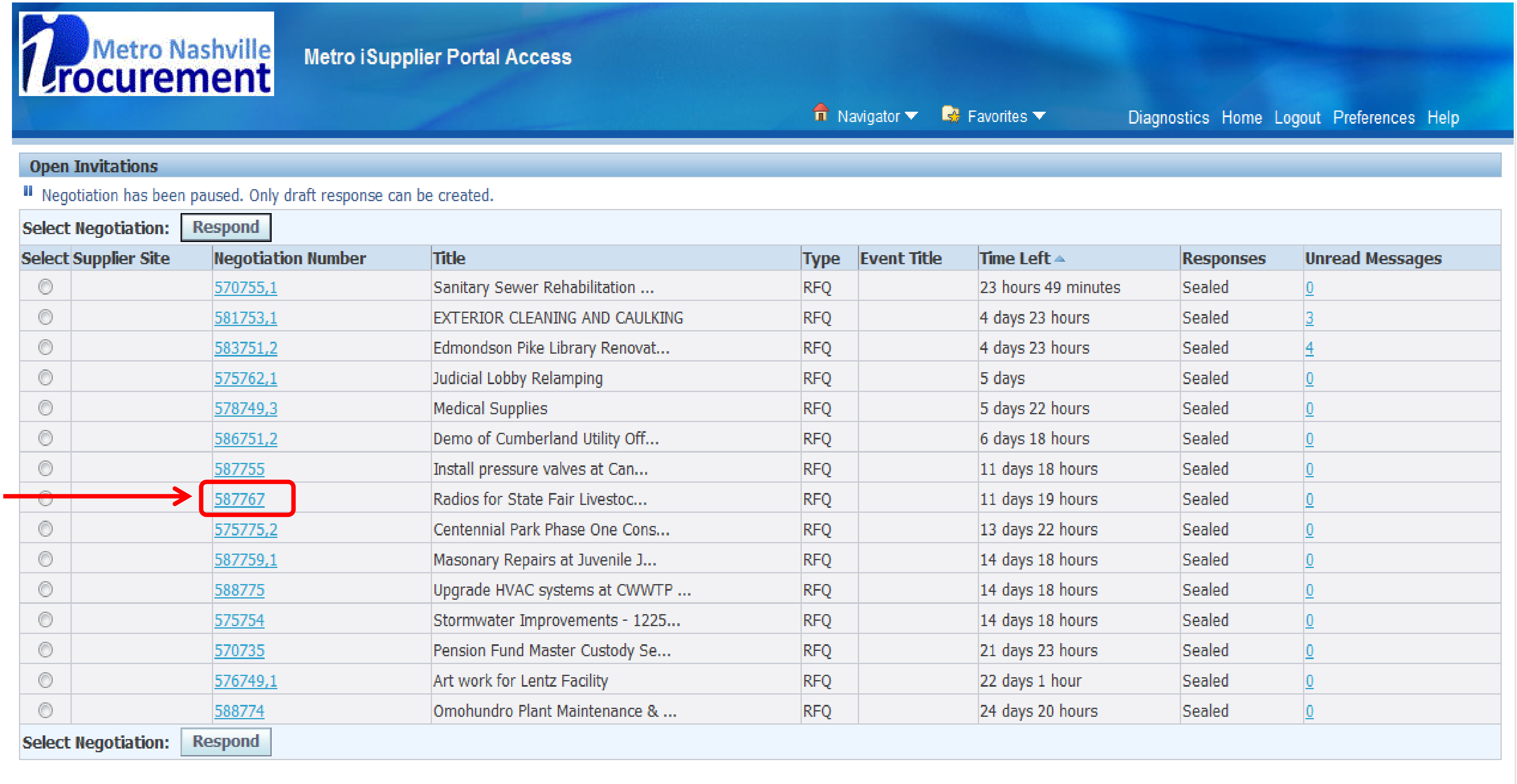
Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified
- Awarded
- Rejected

Click: "Full List"


Metro Nashville Procurement
Metro iSupplier Portal Access
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Favorites
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Logout
Preferences
Help
Respond
Respond

Open Invitations

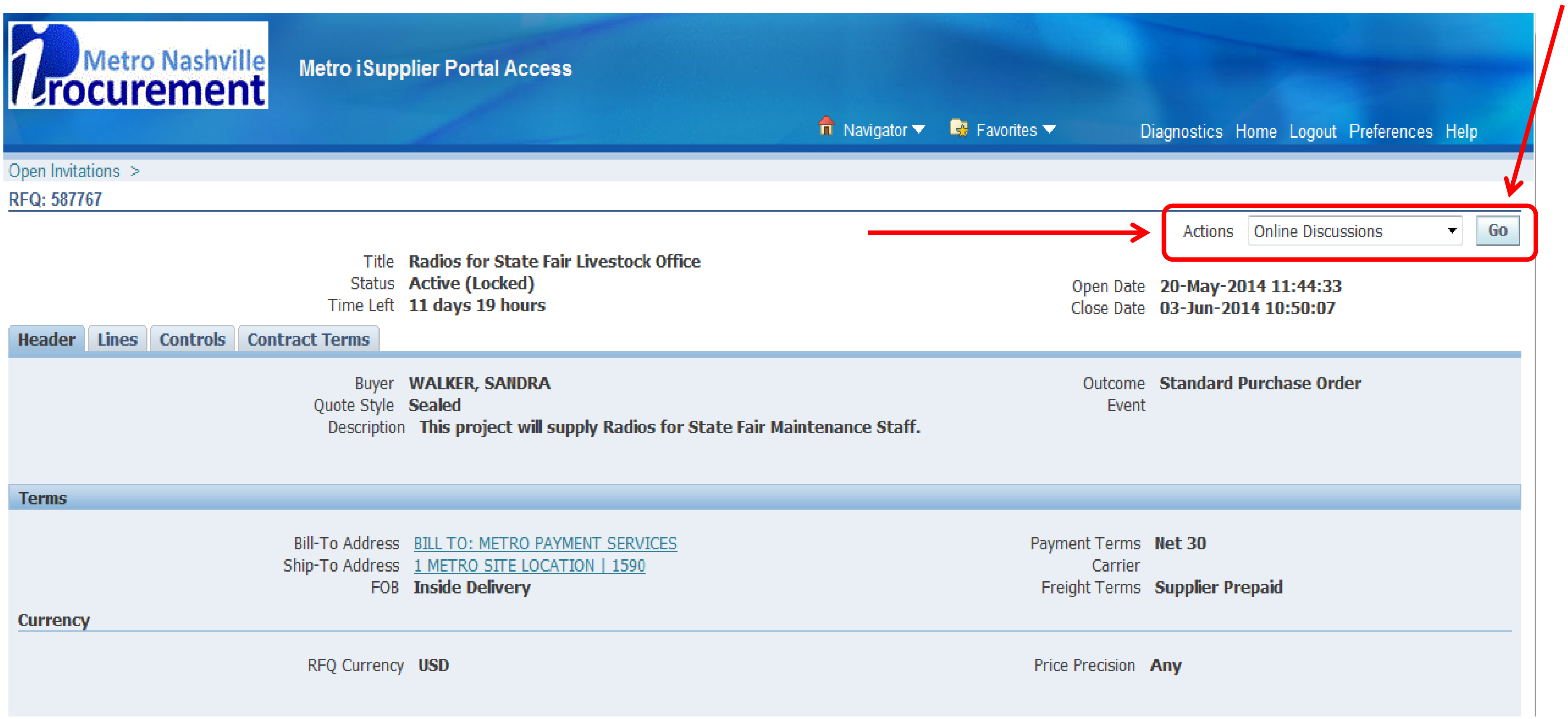
Negotiation has been paused. Only draft response can be created.

Select Negotiation:

Select	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Responses	Unread Messages
○		570755,1	Sanitary Sewer Rehabilitation ...	RFQ		23 hours 49 minutes	Sealed	0
○		581753,1	EXTERIOR CLEANING AND CAULKING	RFQ		4 days 23 hours	Sealed	3
○		583751,2	Edmondson Pike Library Renovat...	RFQ		4 days 23 hours	Sealed	4
○		575762,1	Judicial Lobby Relamping	RFQ		5 days	Sealed	0
○		578749,3	Medical Supplies	RFQ		5 days 22 hours	Sealed	0
○		586751,2	Demo of Cumberland Utility Off...	RFQ		6 days 18 hours	Sealed	0
○		587755	Install pressure valves at Can...	RFQ		11 days 18 hours	Sealed	0
○		587767	Radios for State Fair Livestoc...	RFQ		11 days 19 hours	Sealed	0
○		575775,2	Centennial Park Phase One Cons...	RFQ		13 days 22 hours	Sealed	0
○		587759,1	Masonary Repairs at Juvenile J...	RFQ		14 days 18 hours	Sealed	0
○		588775	Upgrade HVAC systems at CWWTP ...	RFQ		14 days 18 hours	Sealed	0
○		575754	Stormwater Improvements - 1225...	RFQ		14 days 18 hours	Sealed	0
○		570735	Pension Fund Master Custody Se...	RFQ		21 days 23 hours	Sealed	0
○		576749,1	Art work for Lentz Facility	RFQ		22 days 1 hour	Sealed	0
○		588774	Omohundro Plant Maintenance & ...	RFQ		24 days 20 hours	Sealed	0

Select Negotiation:

Click: Appropriate “Negotiation Number”


Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics
Home
Logout
Preferences
Help
Open Invitations >
Actions
Online Discussions
Go
Header
Lines
Controls
Contract Terms

RFQ: 587767

Title **Radios for State Fair Livestock Office**
Status **Active (Locked)**
Time Left **11 days 19 hours**

Open Date **20-May-2014 11:44:33**
Close Date **03-Jun-2014 10:50:07**

Buyer **WALKER, SANDRA**
Quote Style **Sealed**
Description **This project will supply Radios for State Fair Maintenance Staff.**

Outcome **Standard Purchase Order**
Event

Terms

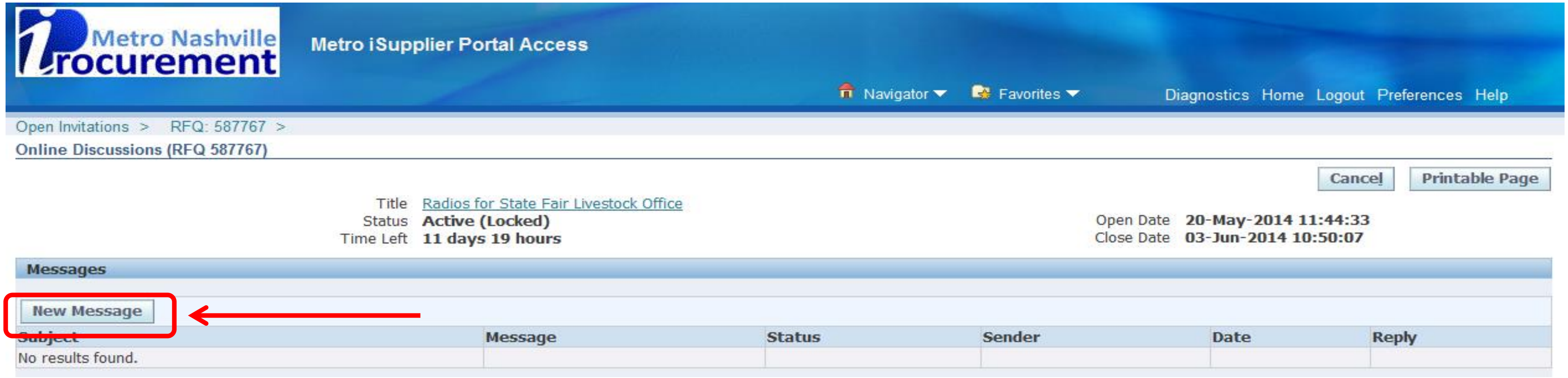
Bill-To Address BILL TO: METRO PAYMENT SERVICES
Ship-To Address 1 METRO SITE LOCATION | 1590
FOB **Inside Delivery**

Payment Terms **Net 30**
Carrier
Freight Terms **Supplier Prepaid**

Currency

RFQ Currency **USD**
Price Precision **Any**

Select: “Online Discussions” from Actions drop-down menu and
Click: “Go” **(Remember: Be sure to submit your questions BEFORE THE ONLINE INQUIRY DEADLINE which is separate from the solicitation close date.)**


Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics Home Logout Preferences Help
Cancel
Printable Page
New Message

Open Invitations > RFQ: 587767 >

Online Discussions (RFQ 587767)

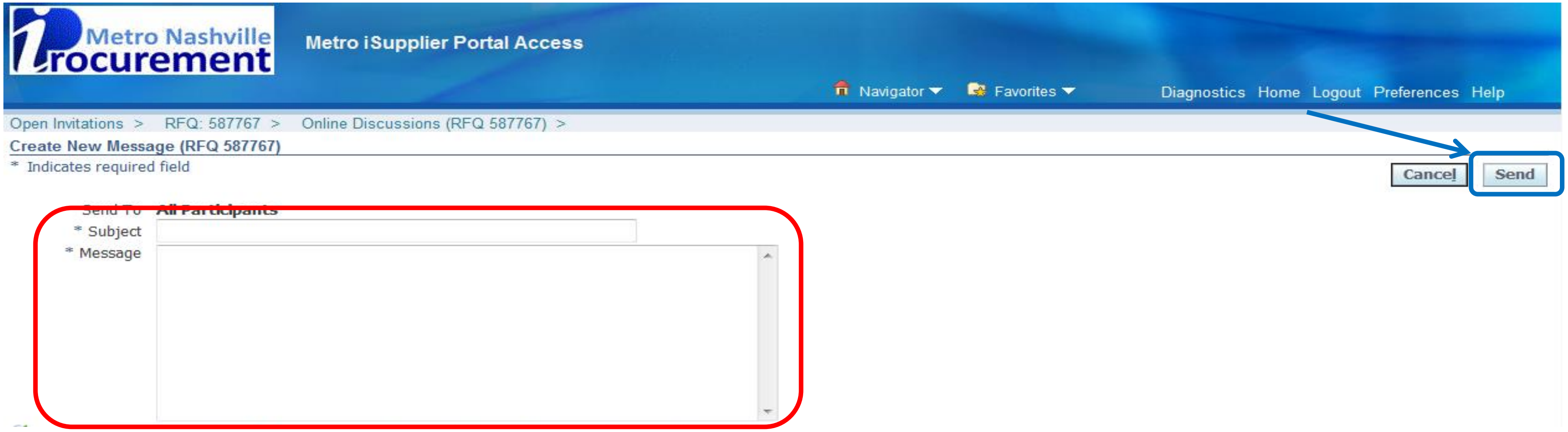
Title Radios for State Fair Livestock Office
Status **Active (Locked)**
Time Left **11 days 19 hours**

Open Date **20-May-2014 11:44:33**
Close Date **03-Jun-2014 10:50:07**

Messages

Subject	Message	Status	Sender	Date	Reply
No results found.					

Click: “New Message” for submitting any formal questions that require a response from Metro


Metro Nashville Procurement
Metro iSupplier Portal Access
Navigator
Favorites
Diagnostics Home Logout Preferences Help
Cancel
Send

Open Invitations > RFQ: 587767 > Online Discussions (RFQ 587767) >

Create New Message (RFQ 587767)

* Indicates required field

Send To **All Participants**
* Subject
* Message

Enter: “Subject” and “Message”

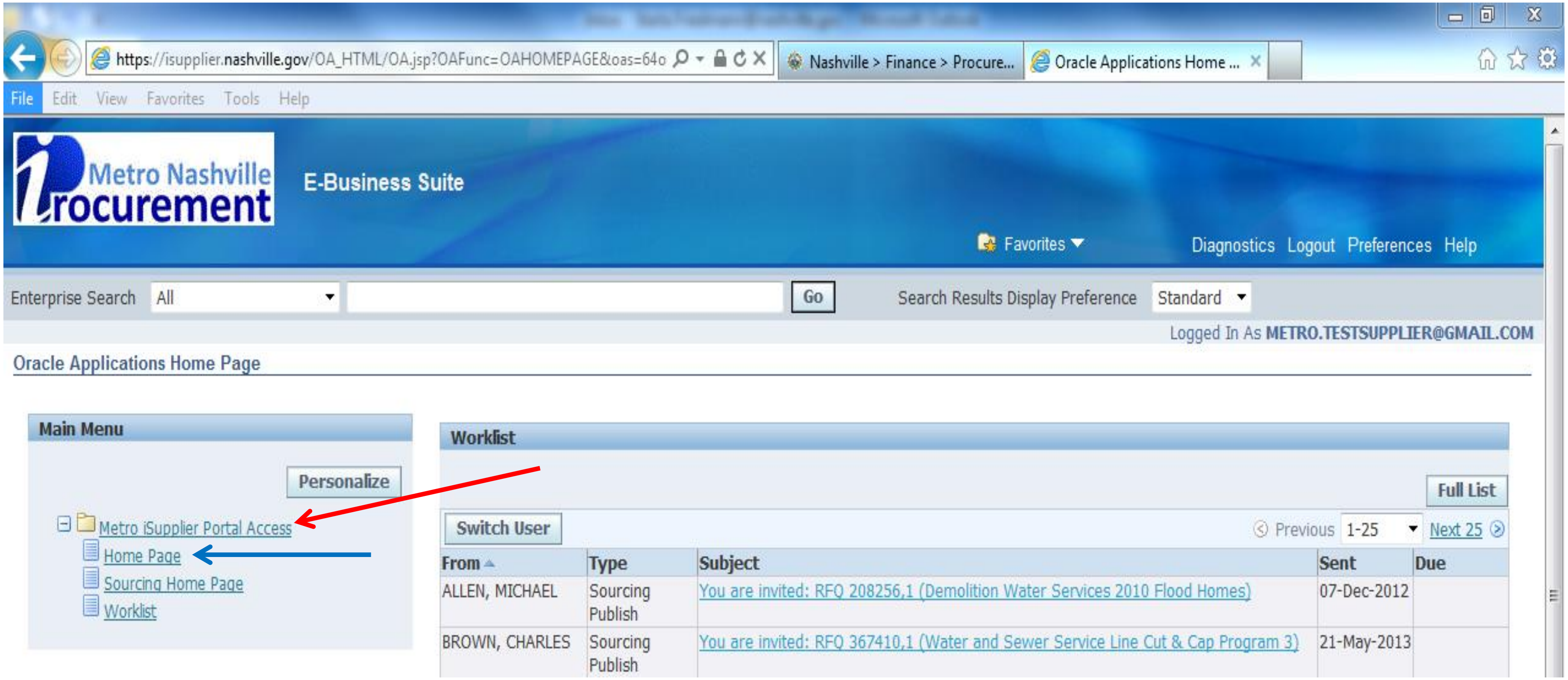
Click: “Send”

Note: Information in all online discussions can be seen by all potential bidders.

Finding
Purchase Orders

Finding Purchase Order

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File Edit View Favorites Tools Help
Metro Nashville Procurement
E-Business Suite
Favorites
Diagnostics Logout Preferences Help
Go
Main Menu
Personalize
Metro iSupplier Portal Access
Home Page
Sourcing Home Page
Worklist
Worklist
Full List
Switch User
Previous 1-25 Next 25

Enterprise Search: All

Search Results Display Preference: Standard

Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

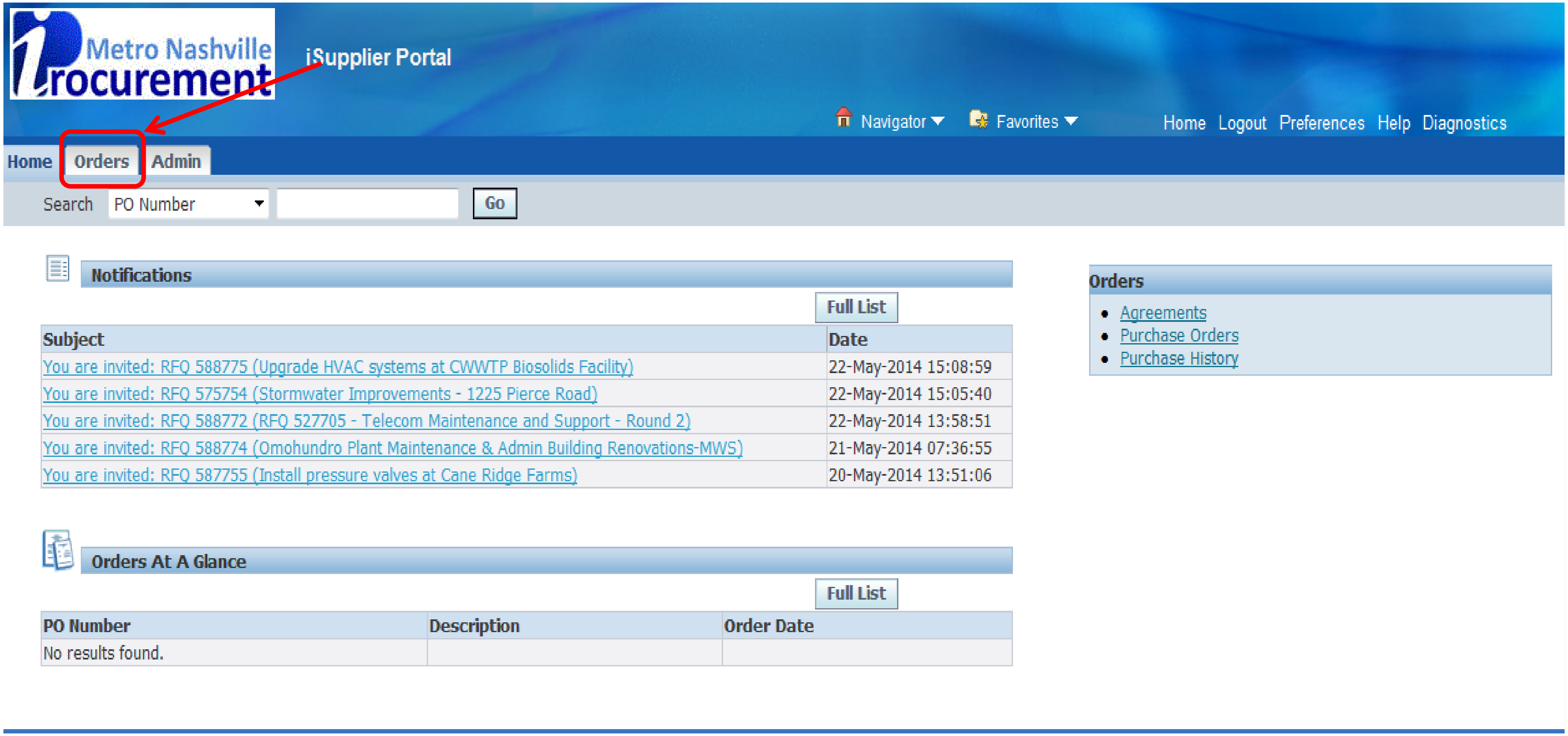
Oracle Applications Home Page

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: "Metro iSupplier Portal Access"

Click: "Home Page"

Note: Once a Purchase Order has been fully approved, the Purchase Order is emailed to all contacts who have been designated with a user account.


Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Search
PO Number
Go
Full List
Full List

Notifications

Subject	Date
You are invited: RFQ 588775 (Upgrade HVAC systems at CWWTP Biosolids Facility)	22-May-2014 15:08:59
You are invited: RFQ 575754 (Stormwater Improvements - 1225 Pierce Road)	22-May-2014 15:05:40
You are invited: RFQ 588772 (RFQ 527705 - Telecom Maintenance and Support - Round 2)	22-May-2014 13:58:51
You are invited: RFQ 588774 (Omohundro Plant Maintenance & Admin Building Renovations-MWS)	21-May-2014 07:36:55
You are invited: RFQ 587755 (Install pressure valves at Cane Ridge Farms)	20-May-2014 13:51:06

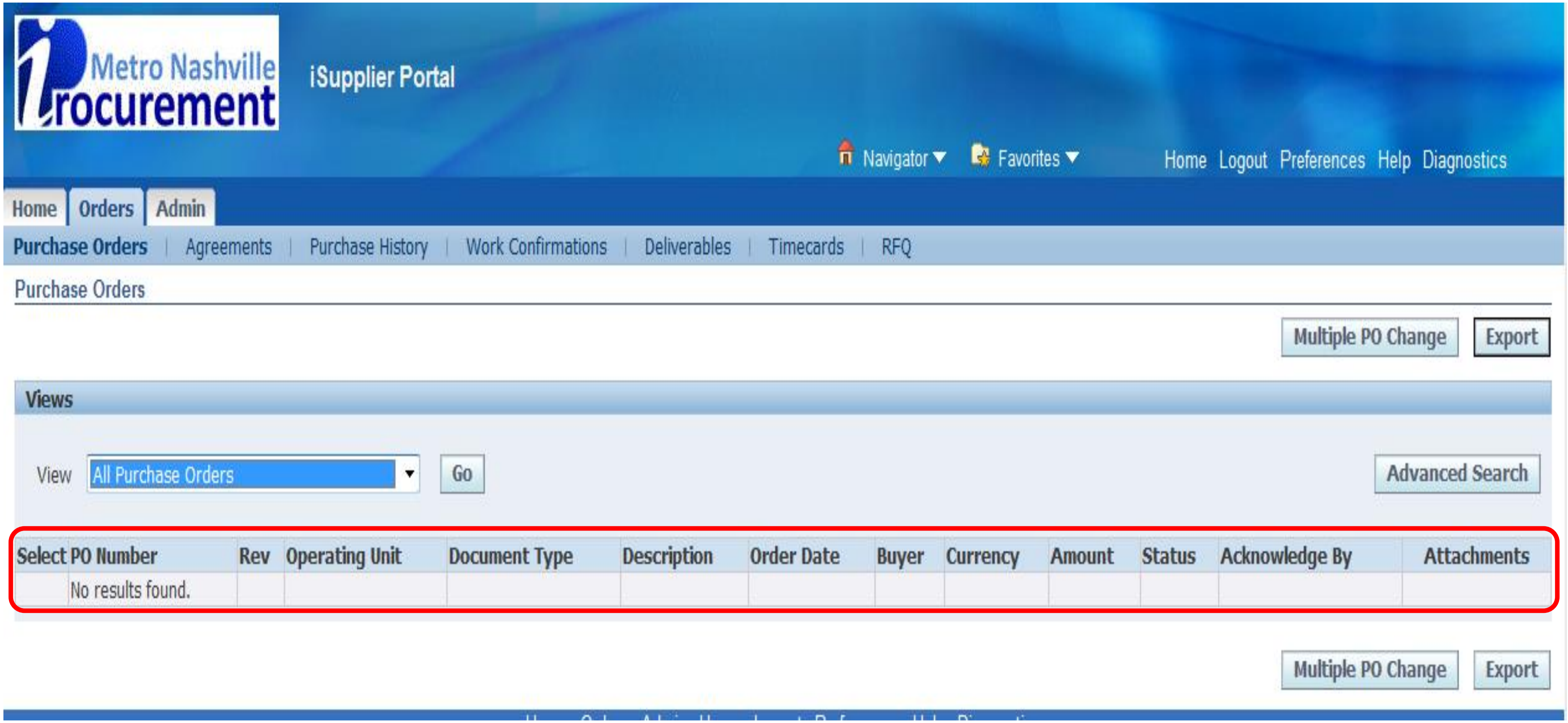
Orders At A Glance

PO Number	Description	Order Date
No results found.		

Orders

- Agreements
- Purchase Orders
- Purchase History

Click: “Orders” Tab


Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Purchase Orders
Agreements
Purchase History
Work Confirmations
Deliverables
Timecards
RFQ
Purchase Orders
Multiple PO Change
Export
Views
Go
Advanced Search
Multiple PO Change
Export

View: All Purchase Orders

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
	No results found.											

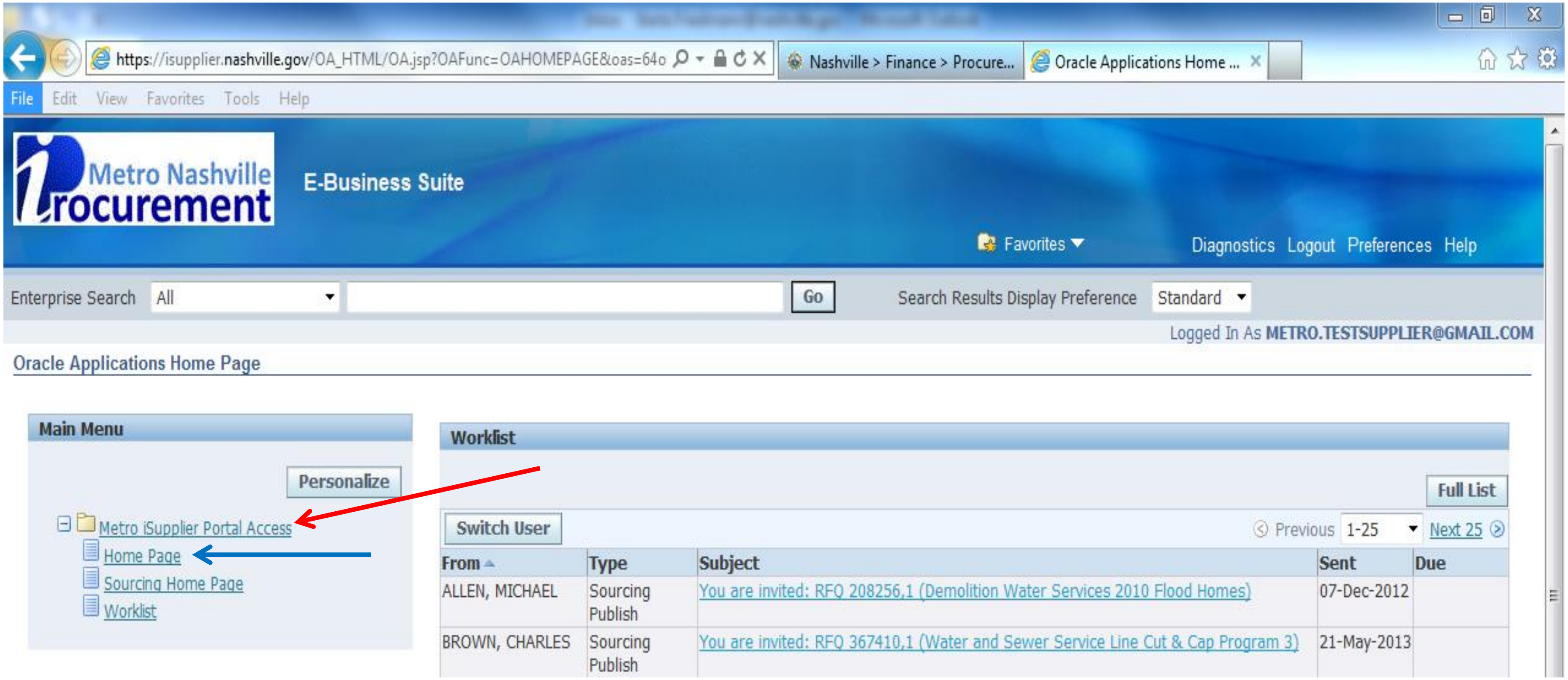
Purchase Orders will be listed in this area.

End of Procedure!!

Running Report: Approved / Registered Small & Minority / Women Businesses

Running Report: Approved / Registered Small & Minority / Women Businesses

Login to Metro iSupplier (see previous instructions)


https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o
Nashville > Finance > Procure...
Oracle Applications Home ...
File Edit View Favorites Tools Help
Metro Nashville Procurement
E-Business Suite
Favorites
Diagnostics Logout Preferences Help
Enterprise Search
All
Go
Search Results Display Preference
Standard

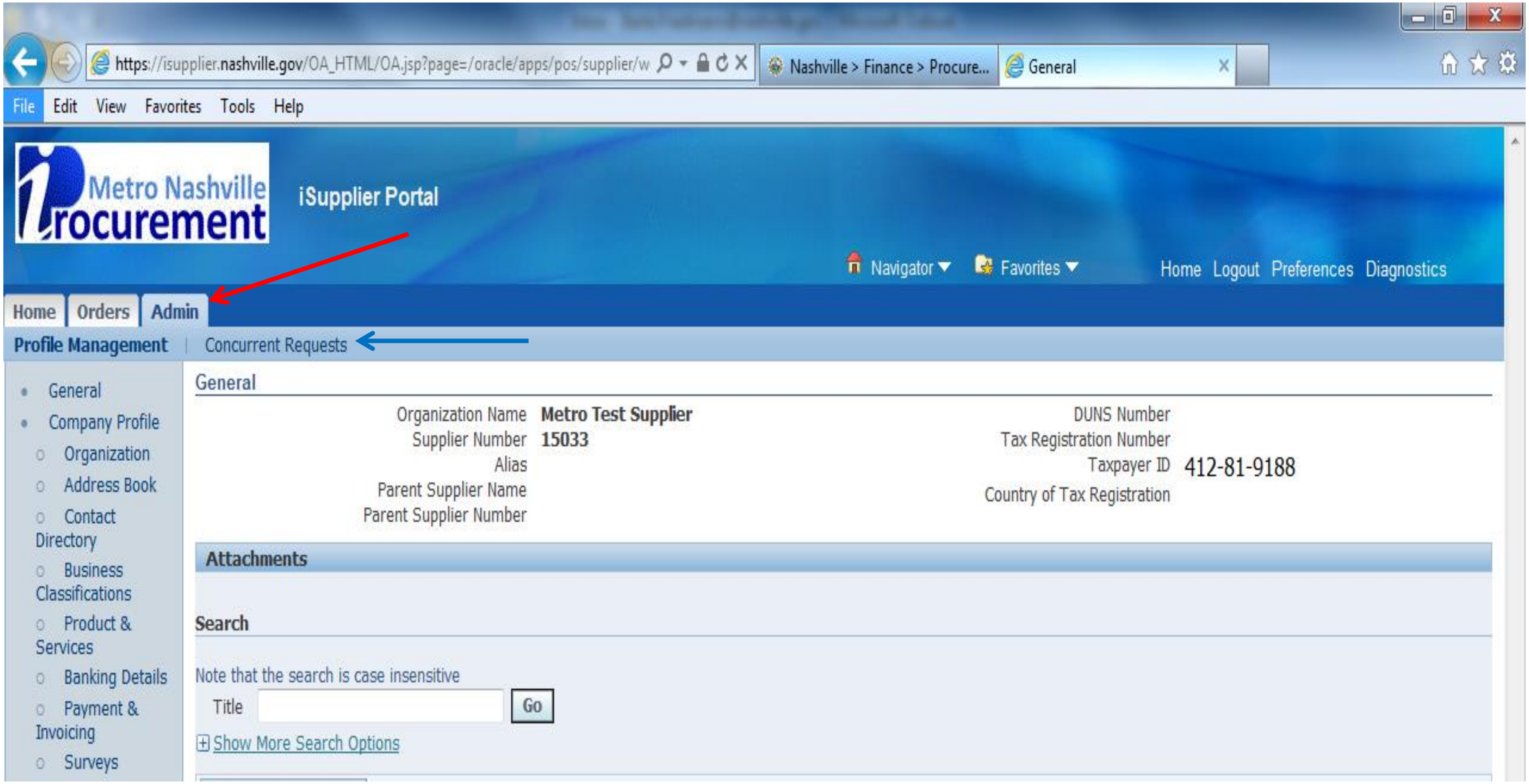
Logged In As **METRO.TESTSUPPLIER@GMAIL.COM**

Oracle Applications Home Page

Main Menu
Personalize
Metro iSupplier Portal Access
Home Page
Sourcing Home Page
Worklist
Worklist
Full List
Switch User
Previous 1-25 Next 25

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: "Metro iSupplier Portal Access"
Click: "Home Page"

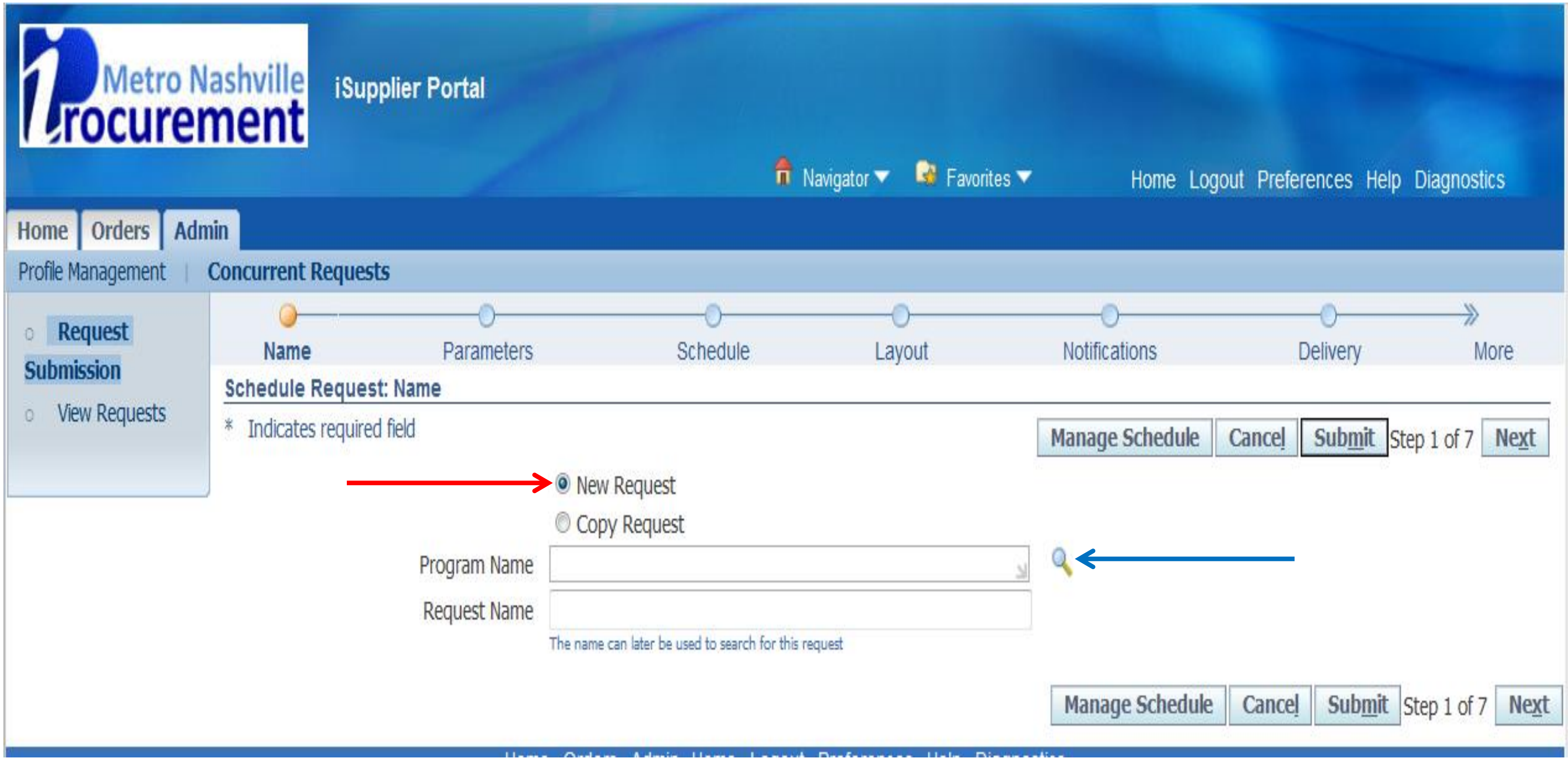

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w
Nashville > Finance > Procure...
General
File Edit View Favorites Tools Help
Metro Nashville iProcurement
iSupplier Portal
Navigator
Favorites
Home Logout Preferences Diagnostics
Home Orders Admin
Profile Management | Concurrent Requests
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Attachments
Search
Go
Show More Search Options

General

Organization Name **Metro Test Supplier**
Supplier Number **15033**
Alias
Parent Supplier Name
Parent Supplier Number
DUNS Number
Tax Registration Number
Taxpayer ID 412-81-9188
Country of Tax Registration

Note that the search is case insensitive
Title

Click: “Admin” Tab
Click: “Concurrent Requests”


Metro Nashville
Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Request Submission
View Requests
Name
Parameters
Schedule
Layout
Notifications
Delivery
More
Manage Schedule
Cancel
Submit
Step 1 of 7
Next

Schedule Request: Name

* Indicates required field

● New Request

○ Copy Request

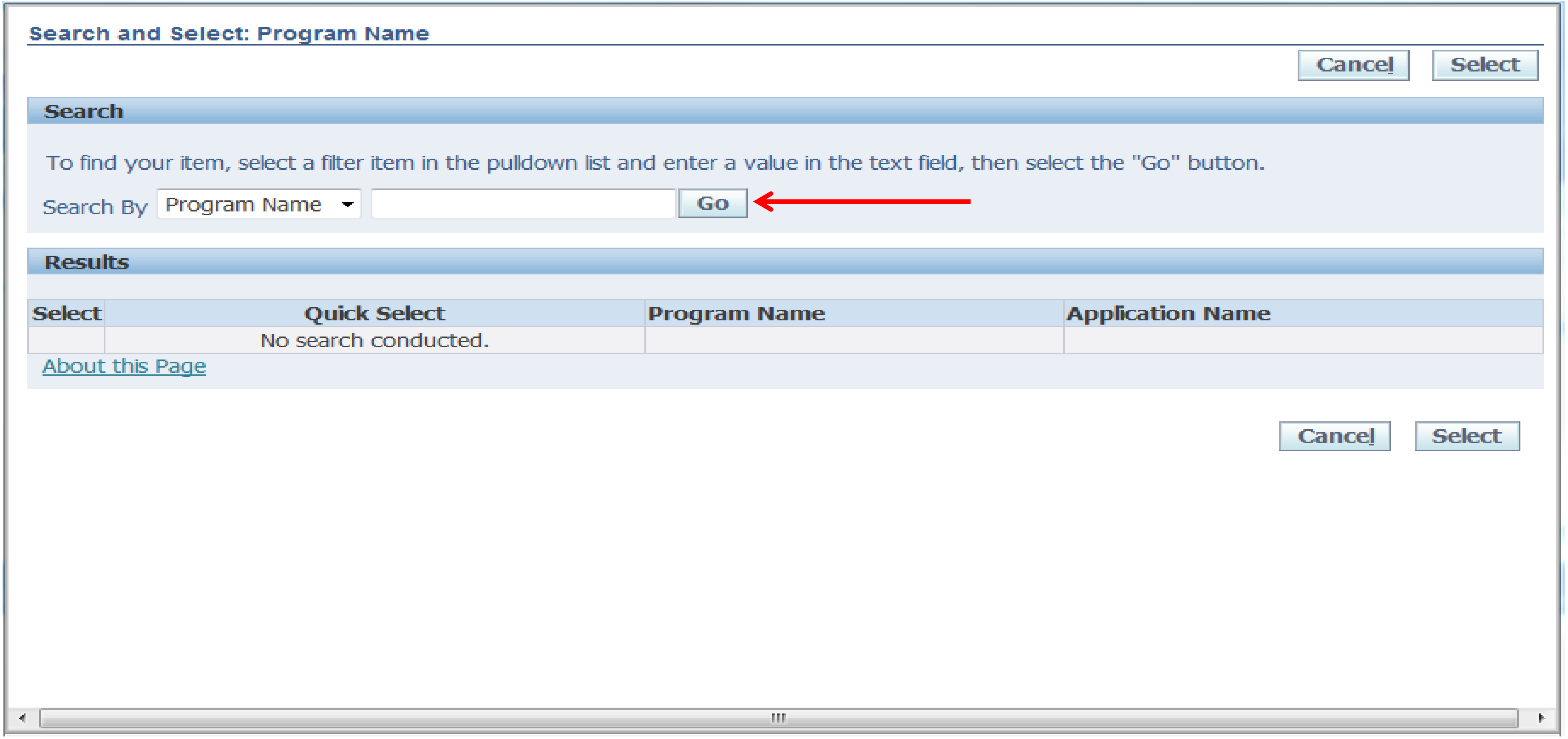
Program Name

Request Name

The name can later be used to search for this request

Verify: “New Request” is selected

Click: “Magnifying Glass” to search for “Program Name”


Search and Select: Program Name
Cancel
Select
Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

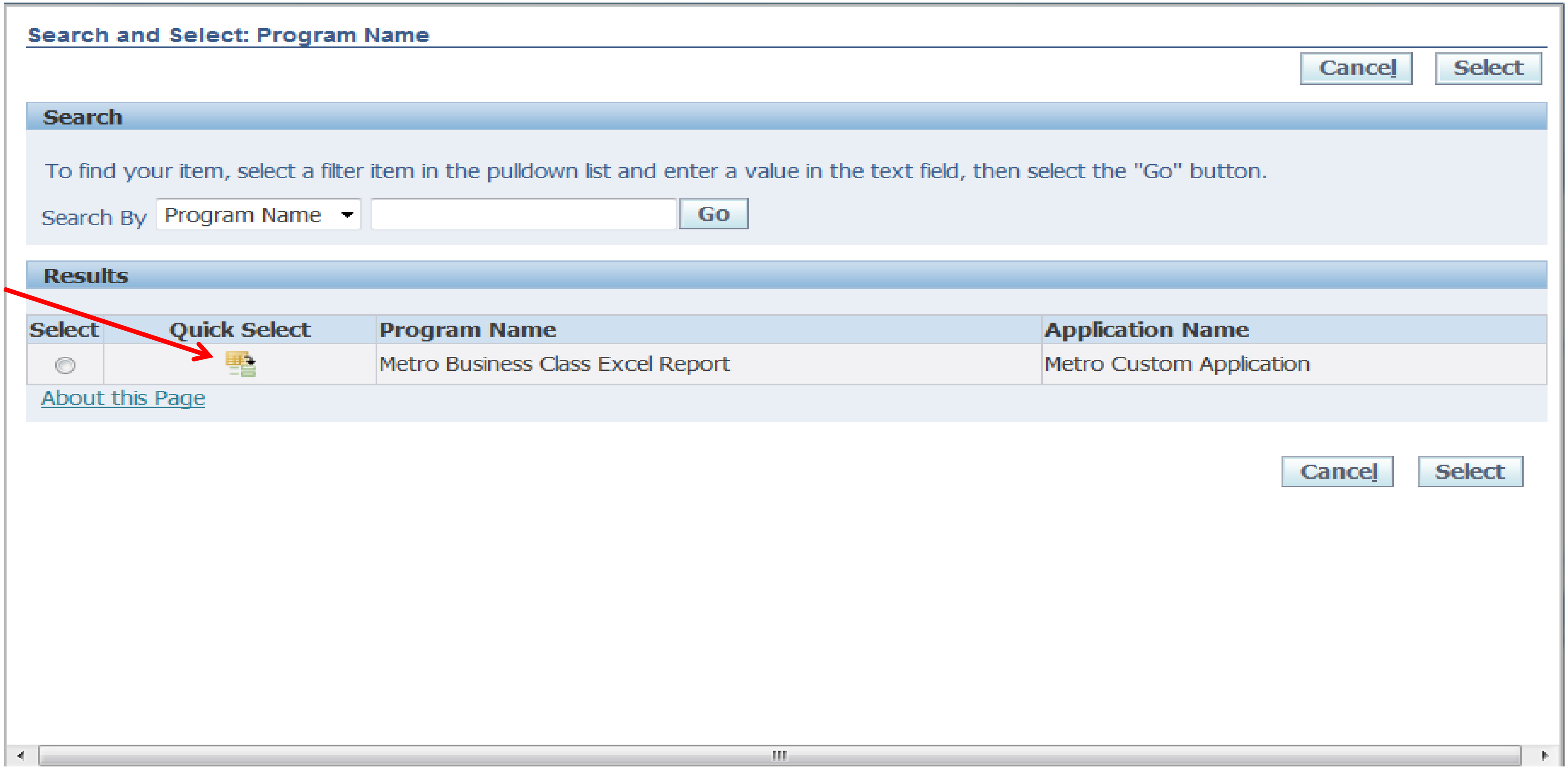
Search By: Program Name

Go
Results

Select	Quick Select	Program Name	Application Name
	No search conducted.		

About this Page
Cancel
Select

Click: “Go”


Search and Select: Program Name
Cancel
Select
Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

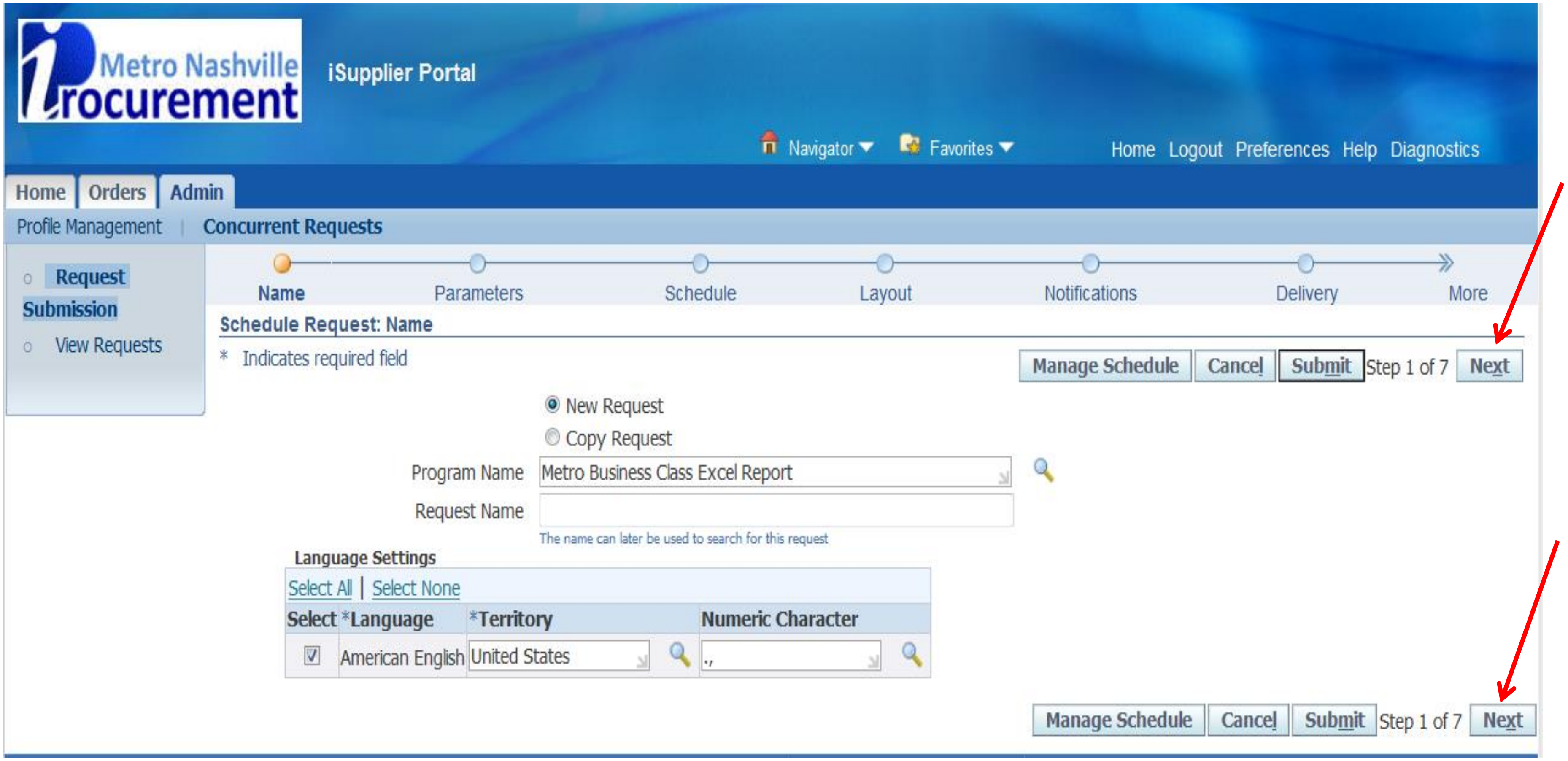
Search By: Program Name

Go
Results

Select	Quick Select	Program Name	Application Name
○		Metro Business Class Excel Report	Metro Custom Application

About this Page
Cancel
Select

Click: "Quick Select" Icon (Metro Business Class Excel Report)


Metro Nashville iProcurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Request Submission
View Requests
Name
Parameters
Schedule
Layout
Notifications
Delivery
More
Manage Schedule
Cancel
Submit
Step 1 of 7
Next
Select All
Select None

Schedule Request: Name

* Indicates required field

● New Request

○ Copy Request

Program Name: Metro Business Class Excel Report

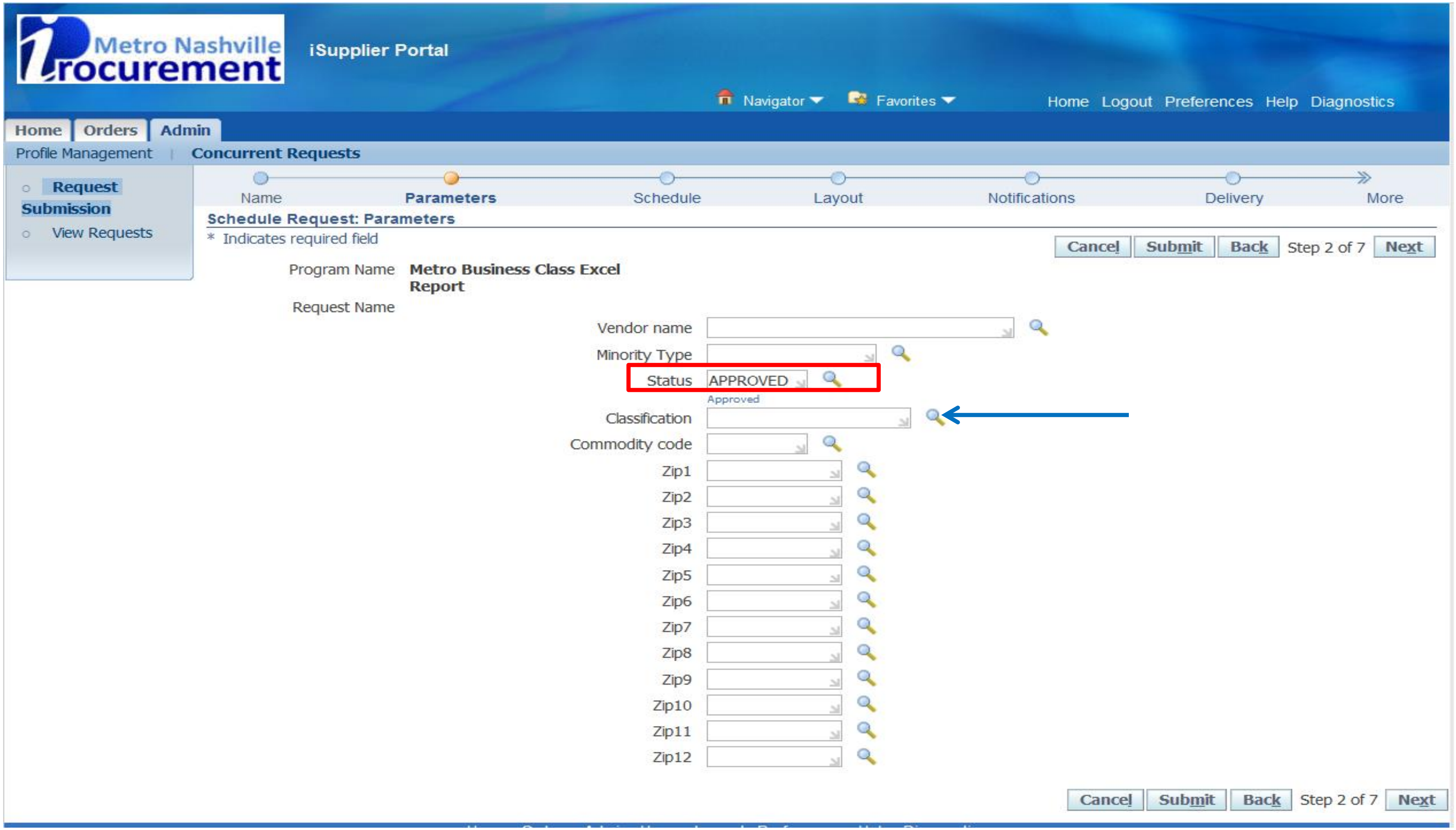
Request Name:

The name can later be used to search for this request

Language Settings

Select	*Language	*Territory	Numeric Character
☑	American English	United States	.,

Click: "Next"


Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Request Submission
View Requests
Name
Parameters
Schedule
Layout
Notifications
Delivery
More
Cancel
Submit
Back
Next

Schedule Request: Parameters

* Indicates required field

Step 2 of 7

Program Name **Metro Business Class Excel Report**

Request Name

Vendor name

Minority Type

Status APPROVED

Approved

Classification

Commodity code

Zip1

Zip2

Zip3

Zip4

Zip5

Zip6

Zip7

Zip8

Zip9

Zip10

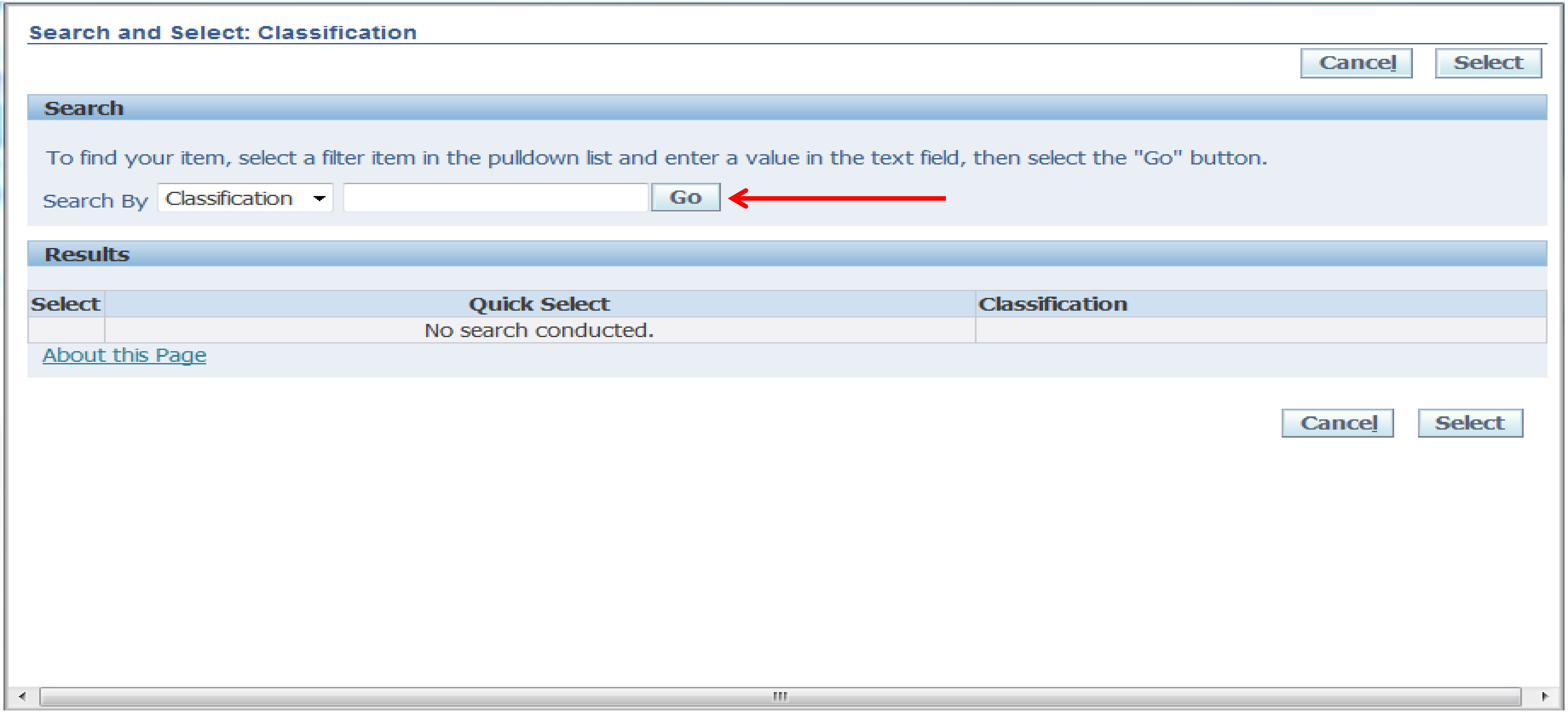
Zip11

Zip12

Step 2 of 7

Verify: “Status” equals “Approved”

Click: “Magnifying Glass” to select “Classification”


Search and Select: Classification
Cancel
Select
Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

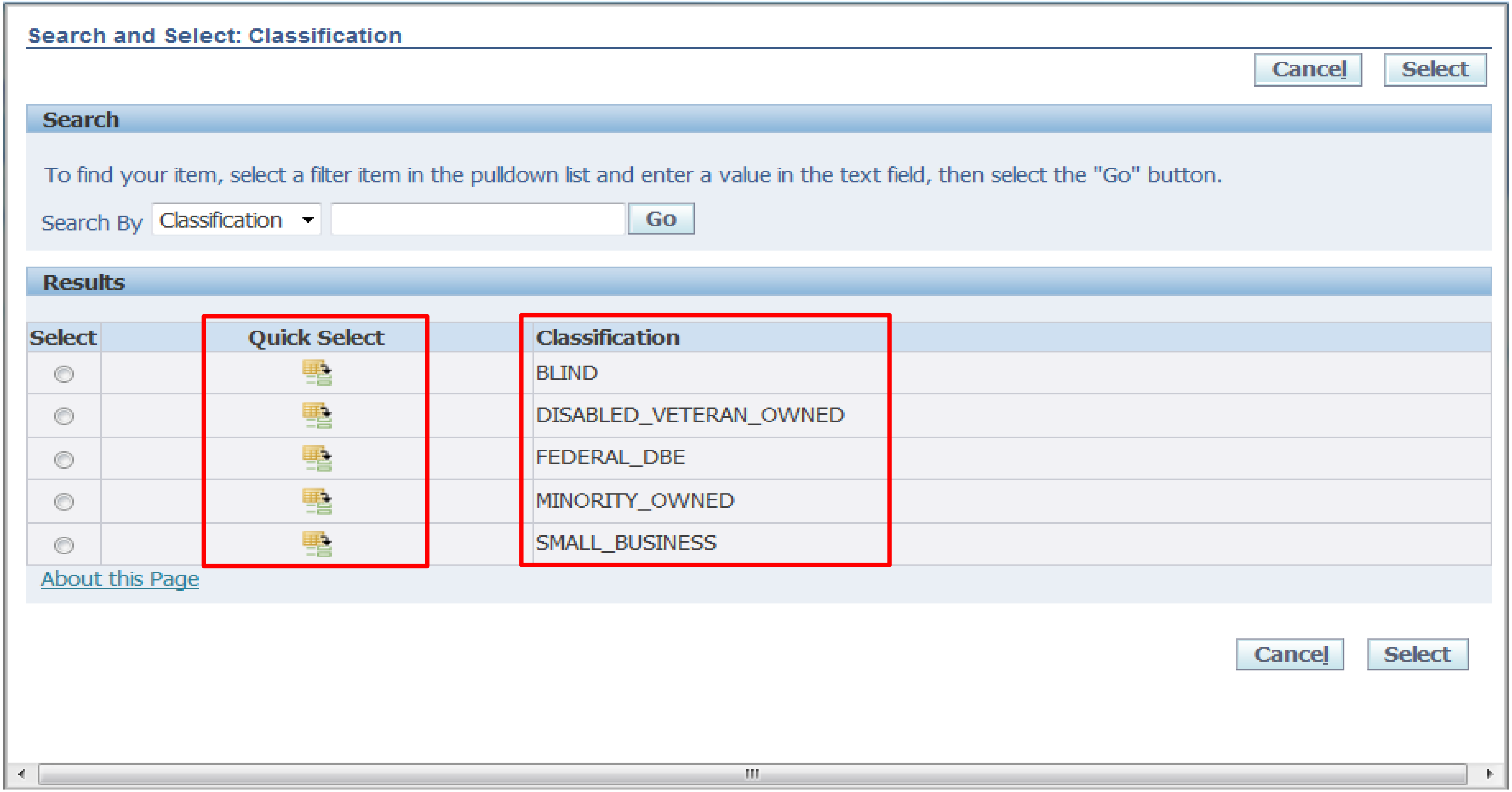
Search By: Classification

Go
Results

Select	Quick Select	Classification
	No search conducted.	

About this Page
Cancel
Select

Click: "Go"


Cancel
Select
Go
About this Page
Cancel
Select

Search and Select: Classification

Search

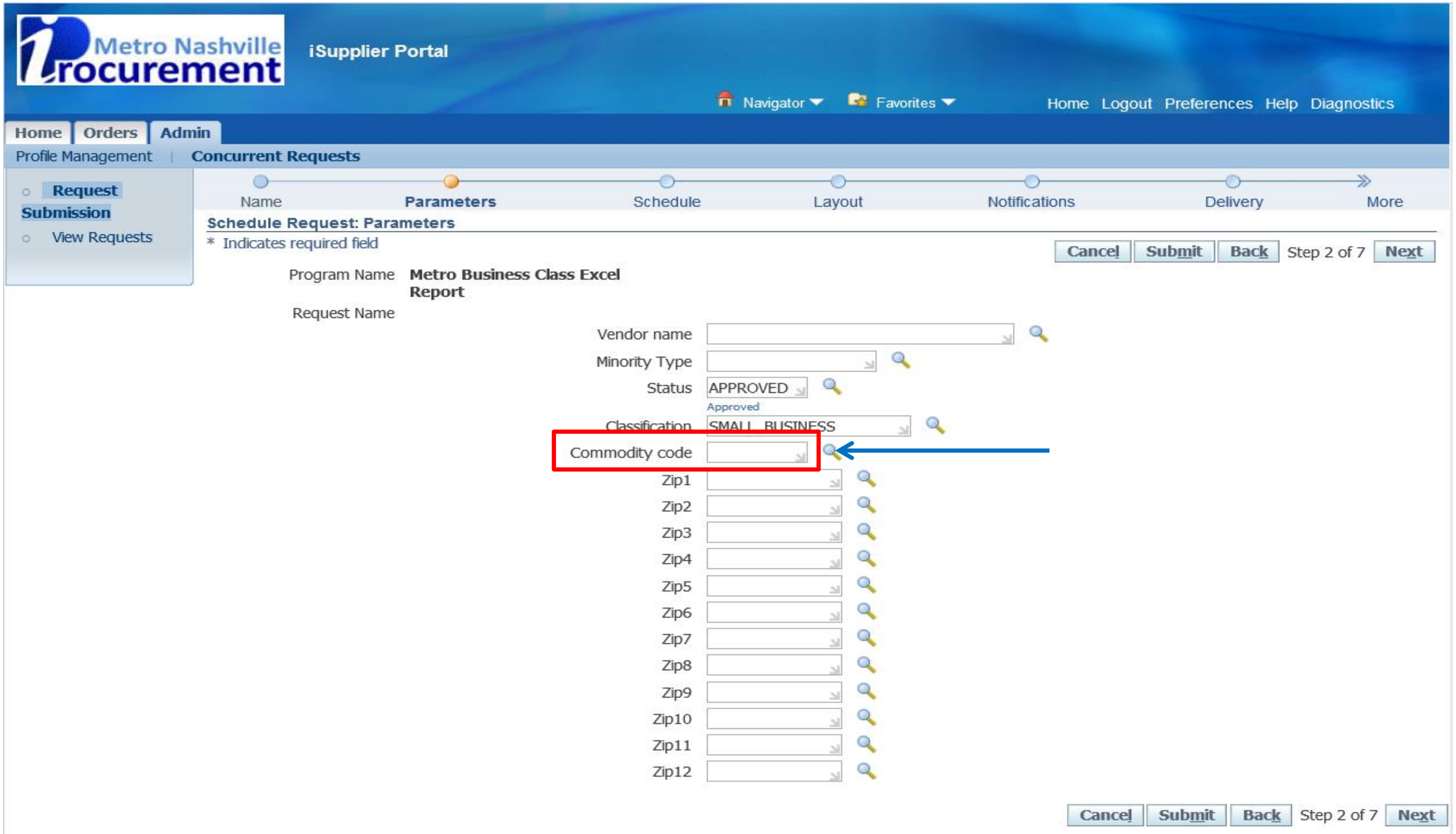
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Classification

Results

Select	Quick Select	Classification
○	▦	BLIND
○	▦	DISABLED_VETERAN_OWNED
○	▦	FEDERAL_DBE
○	▦	MINORITY_OWNED
○	▦	SMALL_BUSINESS

Select: the desired "Classification" by
Clicking: the appropriate "Quick Select" icon


Metro Nashville iProcurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Request Submission
View Requests
Name
Parameters
Schedule
Layout
Notifications
Delivery
More
Cancel
Submit
Back
Step 2 of 7
Next

Schedule Request: Parameters

* Indicates required field

Program Name **Metro Business Class Excel Report**

Request Name

Vendor name

Minority Type

Status APPROVED

Approved

Classification SMALL_BUSINESS

Commodity code

Zip1

Zip2

Zip3

Zip4

Zip5

Zip6

Zip7

Zip8

Zip9

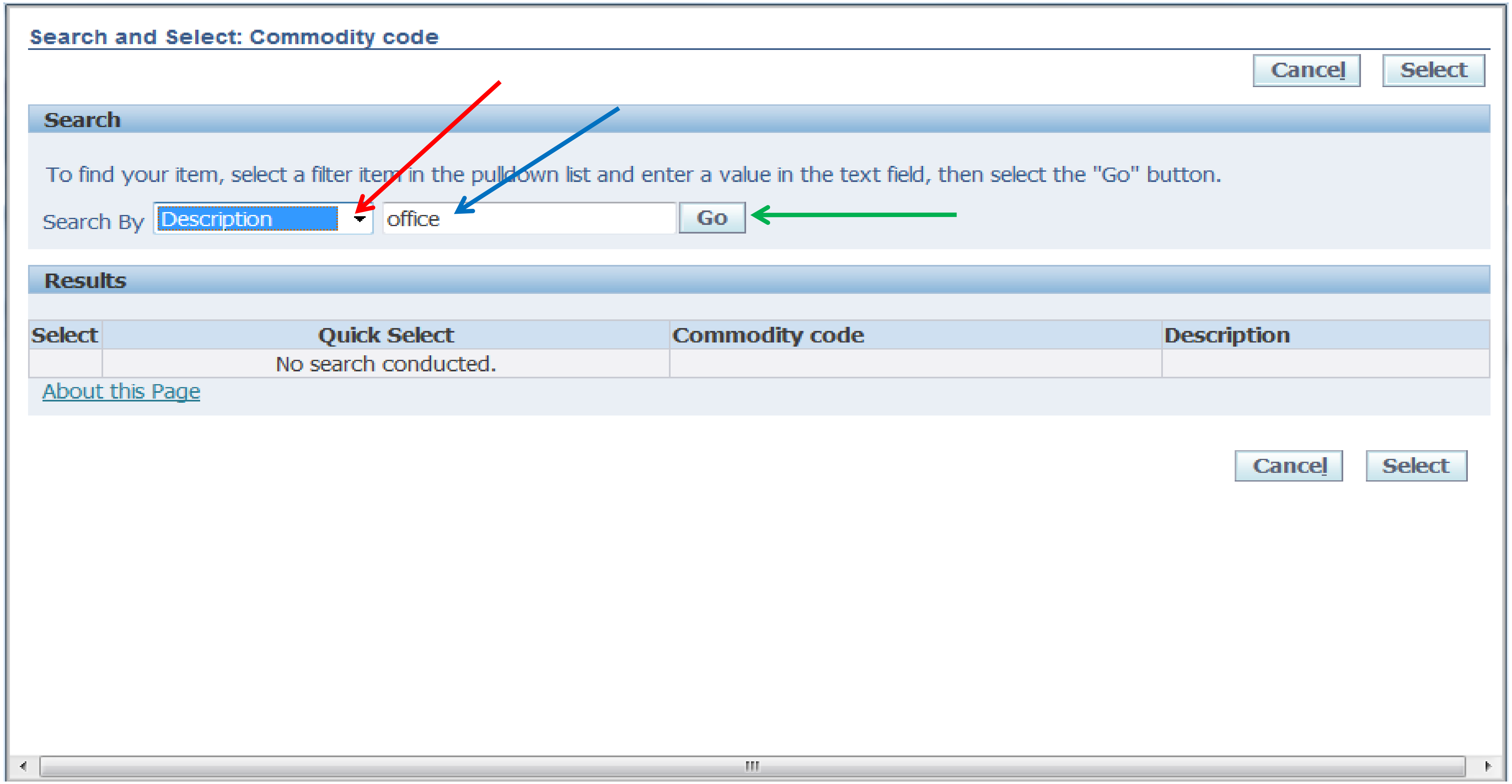
Zip10

Zip11

Zip12

Type the "Commodity Code" you wish to use in this report or

If you don't know the entire commodity code - Click: "Magnifying Glass" to select "Commodity Code"


Cancel
Select
Search
Go
Results
About this Page
Cancel
Select

Search and Select: Commodity code

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Description

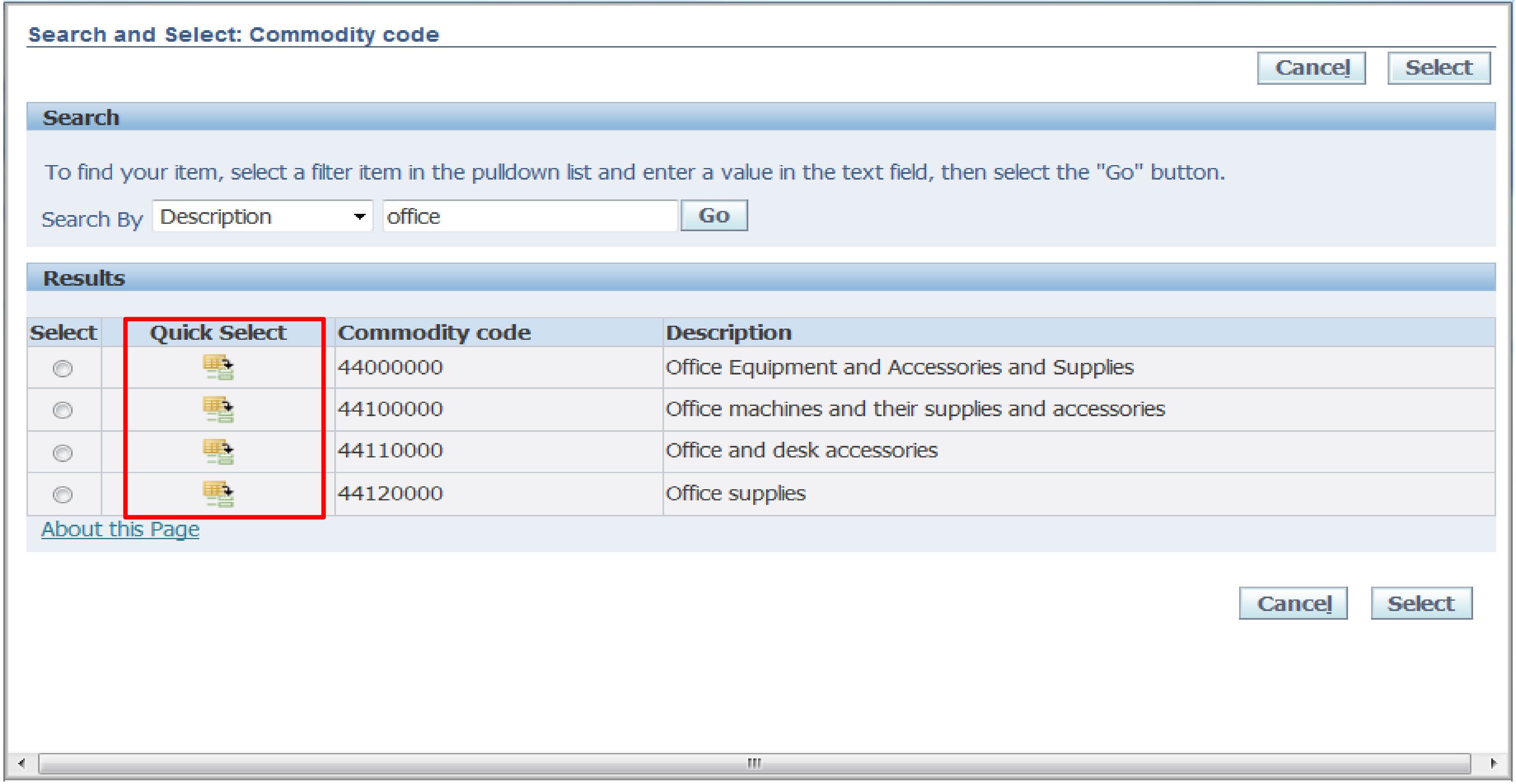
office

Select	Quick Select	Commodity code	Description
	No search conducted.		

Select: “Search By” Information (Commodity Code or Description)

Enter: “Search By” Criteria

Click: “Go”



Search and Select: Commodity code

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

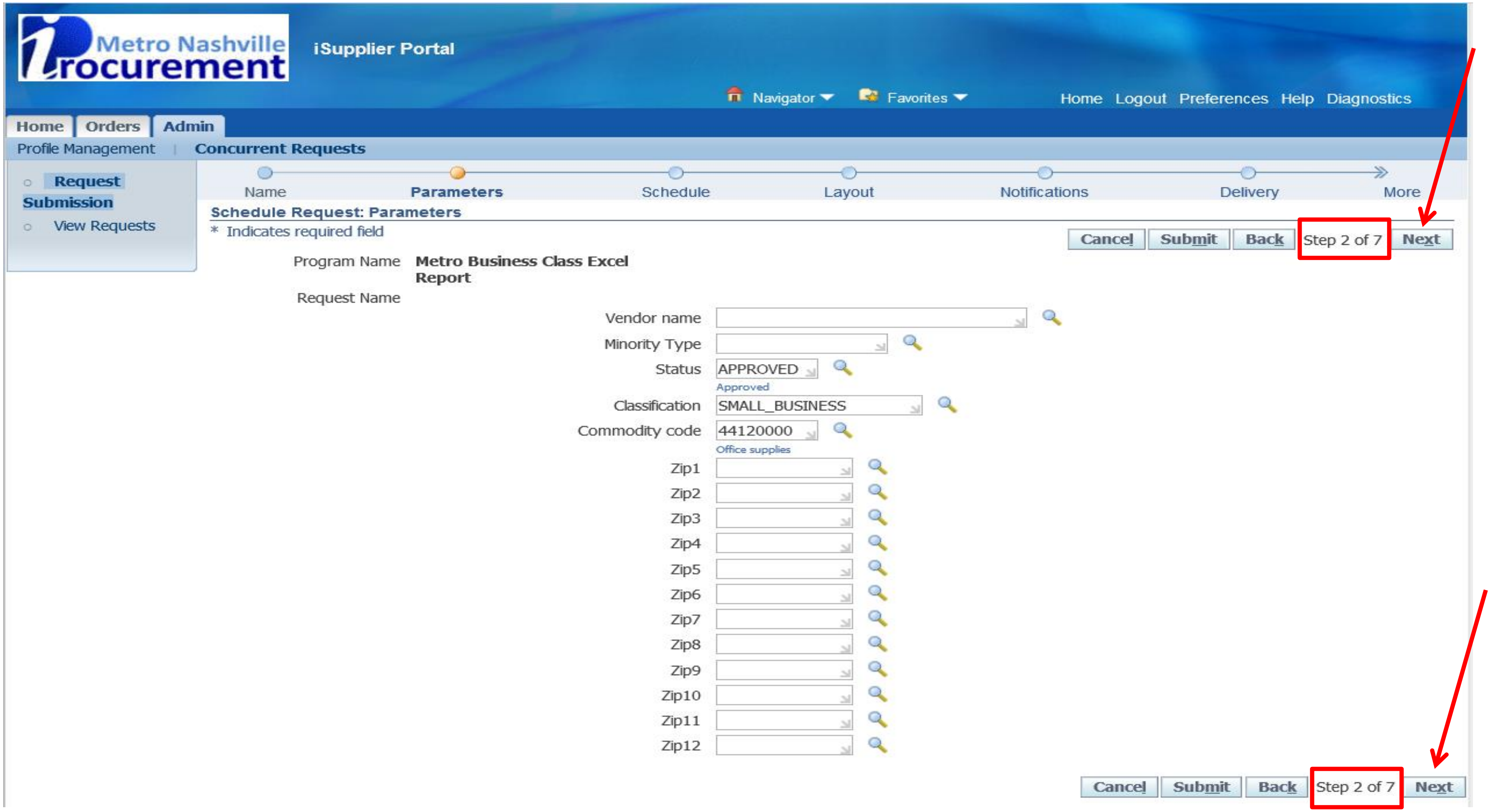
Search By: Description office

Results

Select	Quick Select	Commodity code	Description
○	▤	44000000	Office Equipment and Accessories and Supplies
○	▤	44100000	Office machines and their supplies and accessories
○	▤	44110000	Office and desk accessories
○	▤	44120000	Office supplies

Select Desired Commodity Code by:

Clicking Appropriate "Quick Select" Icon

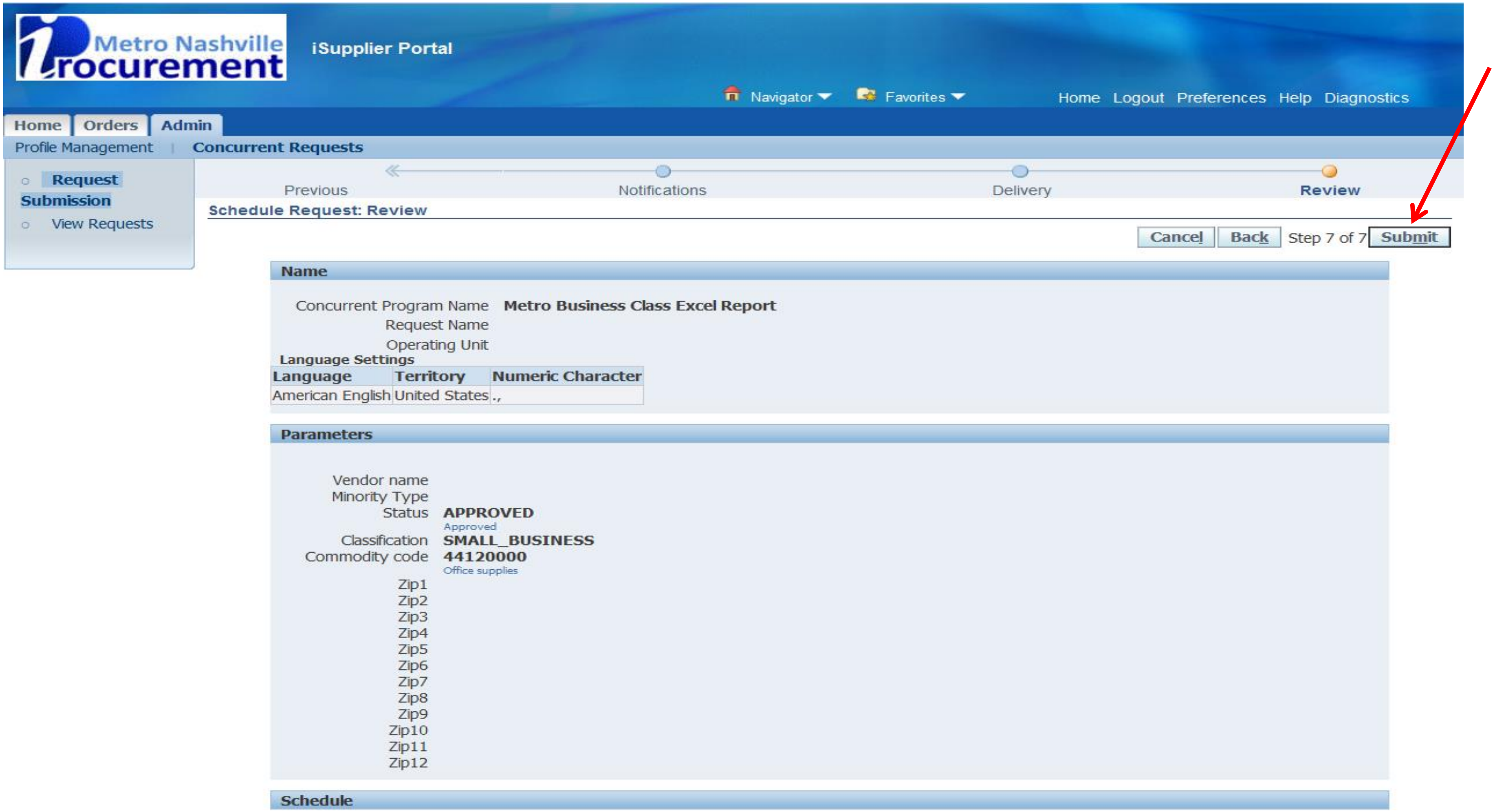

Metro Nashville Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Request Submission
View Requests
Name
Parameters
Schedule
Layout
Notifications
Delivery
More
Cancel
Submit
Back
Step 2 of 7
Next

Schedule Request: Parameters

* Indicates required field

Program Name	**Metro Business Class Excel Report**
Request Name	
Vendor name	
Minority Type	
Status	APPROVED Approved
Classification	SMALL_BUSINESS
Commodity code	44120000 Office supplies
Zip1	
Zip2	
Zip3	
Zip4	
Zip5	
Zip6	
Zip7	
Zip8	
Zip9	
Zip10	
Zip11	
Zip12	

Click: “Next” until you reach “Step 7 of 7”


Metro Nashville
Procurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Request Submission
View Requests
Previous
Notifications
Delivery
Review
Cancel
Back
Step 7 of 7
Submit

Schedule Request: Review

Name

Concurrent Program Name **Metro Business Class Excel Report**
Request Name
Operating Unit

Language Settings

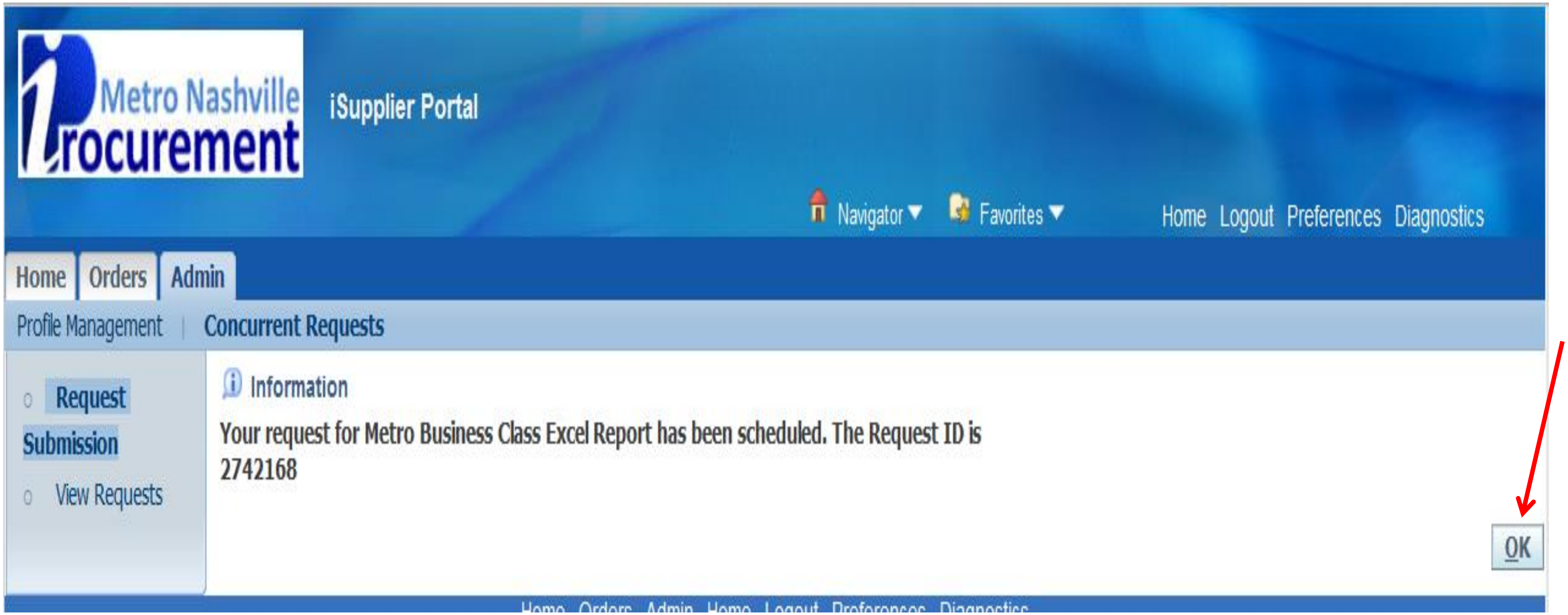
Language	Territory	Numeric Character
American English	United States	.,

Parameters

Vendor name
Minority Type
Status **APPROVED**
Approved
Classification **SMALL_BUSINESS**
Commodity code **44120000**
Office supplies
Zip1
Zip2
Zip3
Zip4
Zip5
Zip6
Zip7
Zip8
Zip9
Zip10
Zip11
Zip12

Schedule

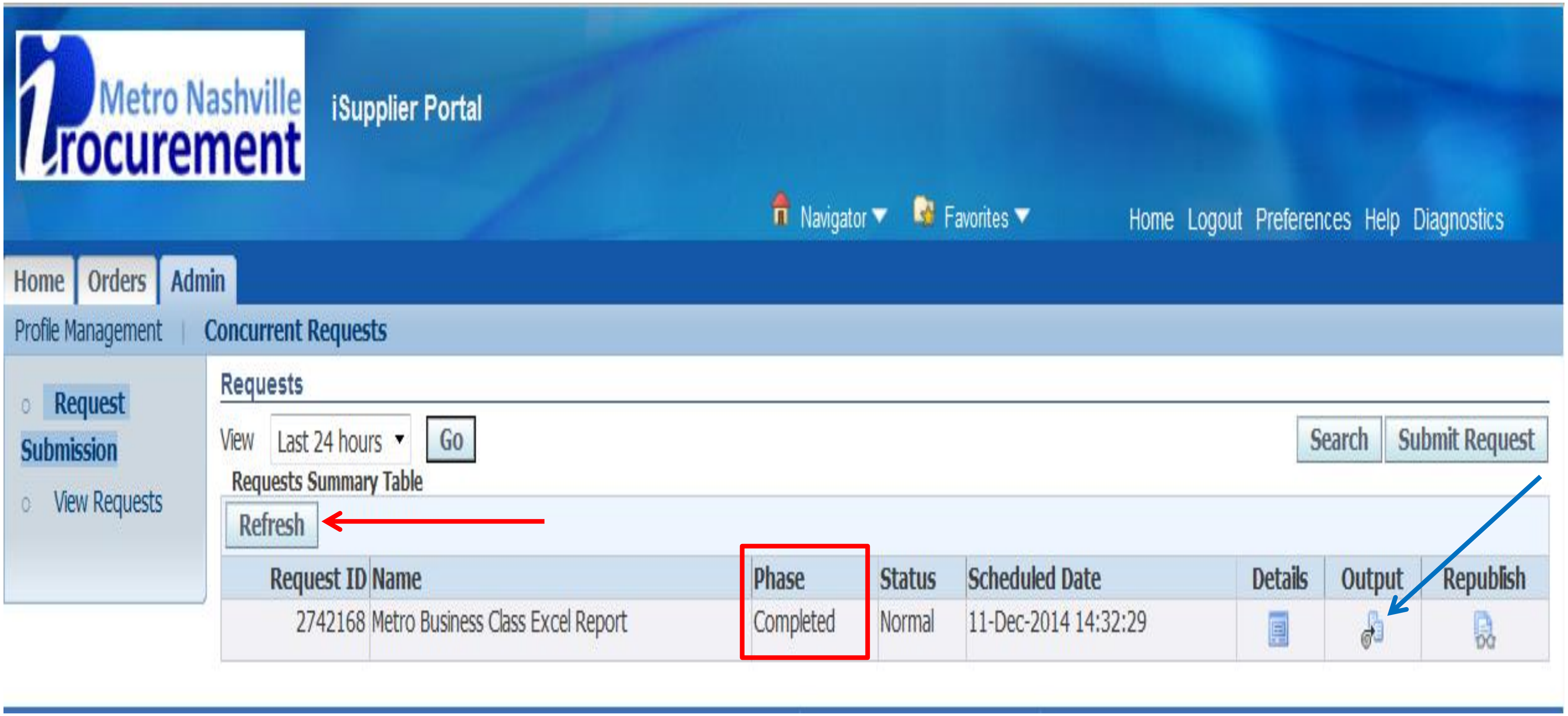
Click: “Submit”


Metro Nashville
iProcurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Request Submission
View Requests
OK

Information

Your request for Metro Business Class Excel Report has been scheduled. The Request ID is 2742168

Click: "OK"


Metro Nashville iProcurement
iSupplier Portal
Navigator
Favorites
Home
Logout
Preferences
Help
Diagnostics
Home
Orders
Admin
Profile Management
Concurrent Requests
Request Submission
View Requests
Requests
Search
Submit Request
Refresh

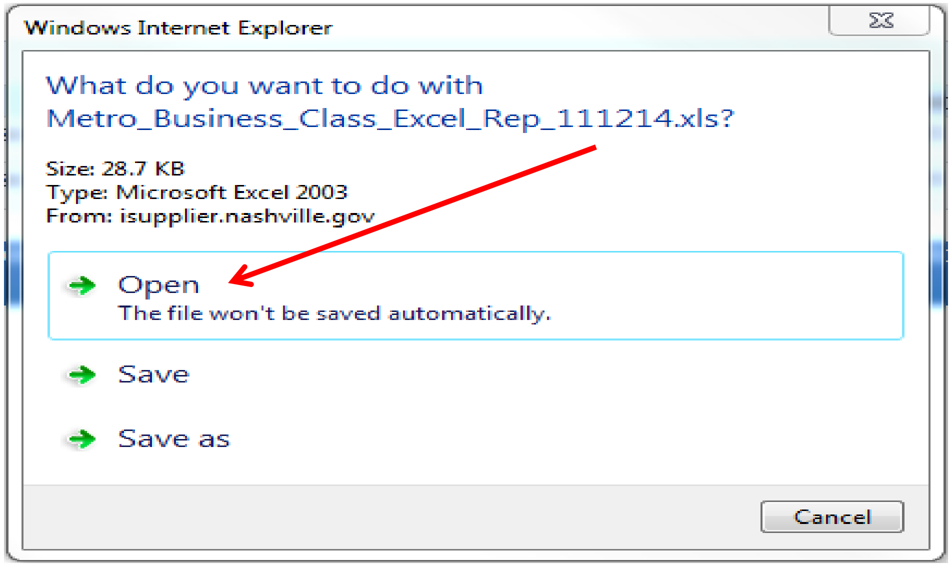
View: Last 24 hours ▾ Go

Requests Summary Table

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
2742168	Metro Business Class Excel Report	Completed	Normal	11-Dec-2014 14:32:29			

If the “Phase” column shows “Pending”, Click “Refresh”

Once report indicates “Completed” in the “Phase” column, Click: “Output” icon to view details of report

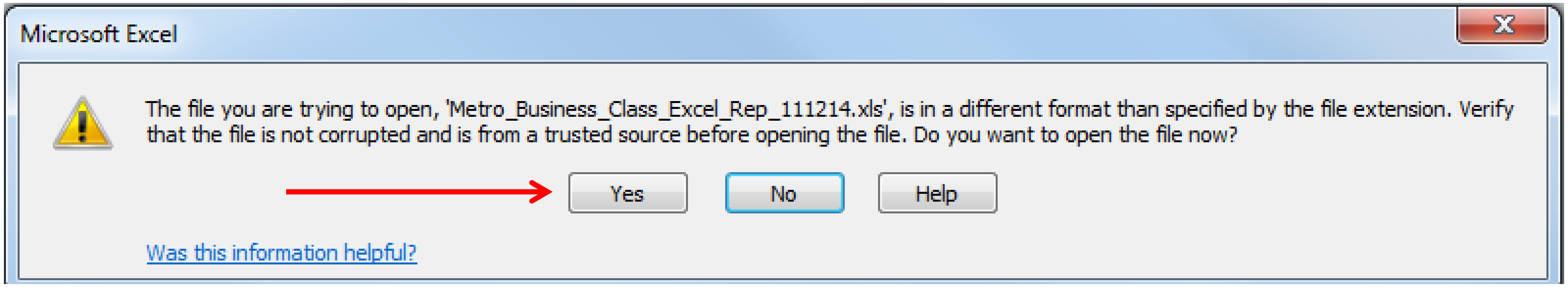

Windows Internet Explorer

What do you want to do with Metro_Business_Class_Excel_Rep_111214.xls?

Size: 28.7 KB
Type: Microsoft Excel 2003
From: isupplier.nashville.gov

Open
The file won't be saved automatically.
Save
Save as
Cancel

Click: "Open" to view report detail

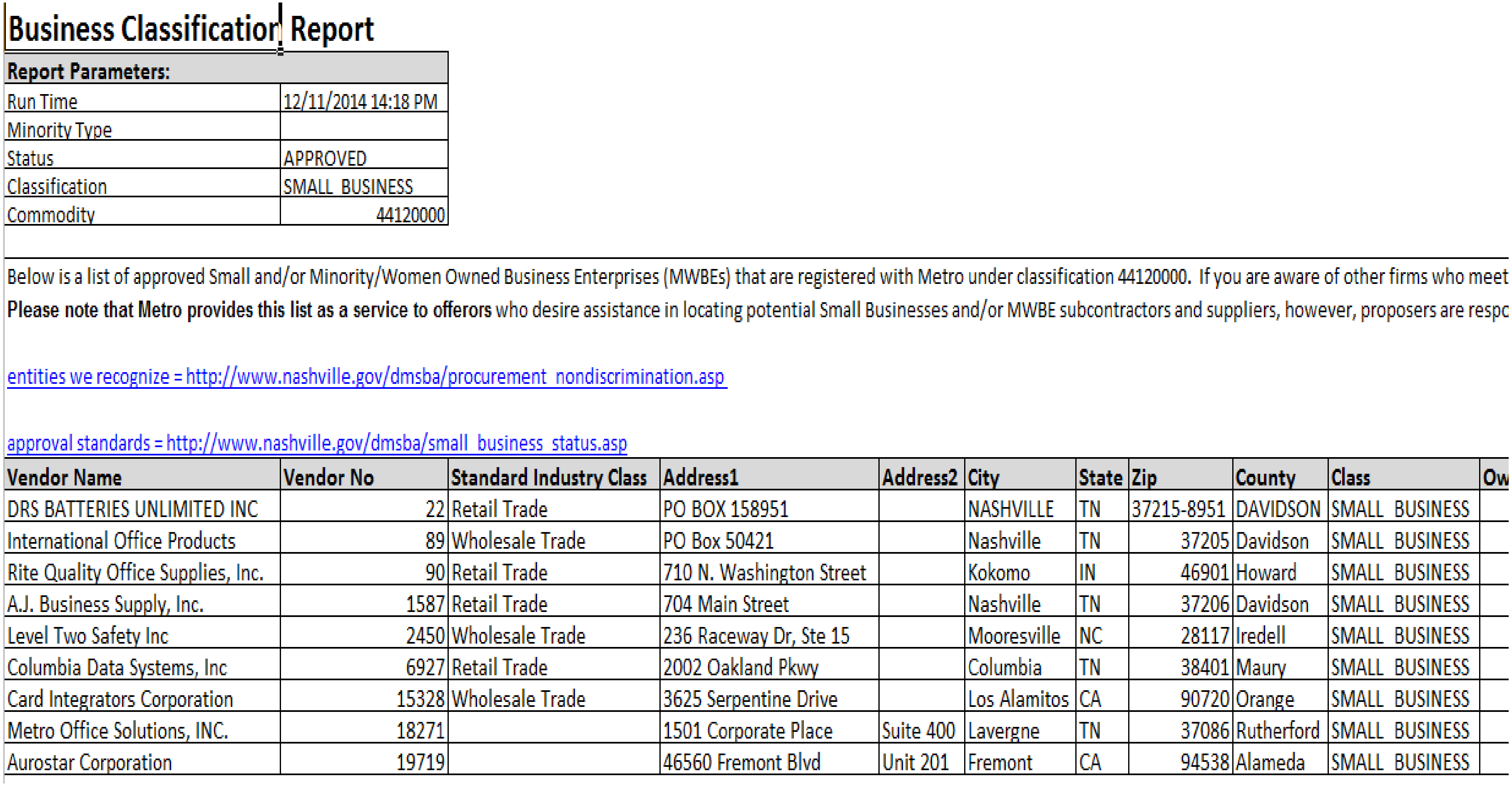

Microsoft Excel

The file you are trying to open, 'Metro_Business_Class_Excel_Rep_111214.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes
No
Help
Was this information helpful?

You may receive this dialogue box.

Click: "Yes"



Business Classification Report

Report Parameters:	
Run Time	12/11/2014 14:18 PM
Minority Type	
Status	APPROVED
Classification	SMALL_BUSINESS
Commodity	44120000

Below is a list of approved Small and/or Minority/Women Owned Business Enterprises (MWBEs) that are registered with Metro under classification 44120000. If you are aware of other firms who meet

Please note that Metro provides this list as a service to offerors who desire assistance in locating potential Small Businesses and/or MWBE subcontractors and suppliers, however, proposers are respc

entities we recognize = http://www.nashville.gov/dmsba/procurement_nondiscrimination.asp

approval standards = http://www.nashville.gov/dmsba/small_business_status.asp

Vendor Name	Vendor No	Standard Industry Class	Address1	Address2	City	State	Zip	County	Class	Ow
DRS BATTERIES UNLIMITED INC	22	Retail Trade	PO BOX 158951		NASHVILLE	TN	37215-8951	DAVIDSON	SMALL_BUSINESS	
International Office Products	89	Wholesale Trade	PO Box 50421		Nashville	TN	37205	Davidson	SMALL_BUSINESS	
Rite Quality Office Supplies, Inc.	90	Retail Trade	710 N. Washington Street		Kokomo	IN	46901	Howard	SMALL_BUSINESS	
A.J. Business Supply, Inc.	1587	Retail Trade	704 Main Street		Nashville	TN	37206	Davidson	SMALL_BUSINESS	
Level Two Safety Inc	2450	Wholesale Trade	236 Raceway Dr, Ste 15		Mooresville	NC	28117	Iredell	SMALL_BUSINESS	
Columbia Data Systems, Inc	6927	Retail Trade	2002 Oakland Pkwy		Columbia	TN	38401	Maury	SMALL_BUSINESS	
Card Integrators Corporation	15328	Wholesale Trade	3625 Serpentine Drive		Los Alamitos	CA	90720	Orange	SMALL_BUSINESS	
Metro Office Solutions, INC.	18271		1501 Corporate Place	Suite 400	Lavergne	TN	37086	Rutherford	SMALL_BUSINESS	
Aurostar Corporation	19719		46560 Fremont Blvd	Unit 201	Fremont	CA	94538	Alameda	SMALL_BUSINESS	

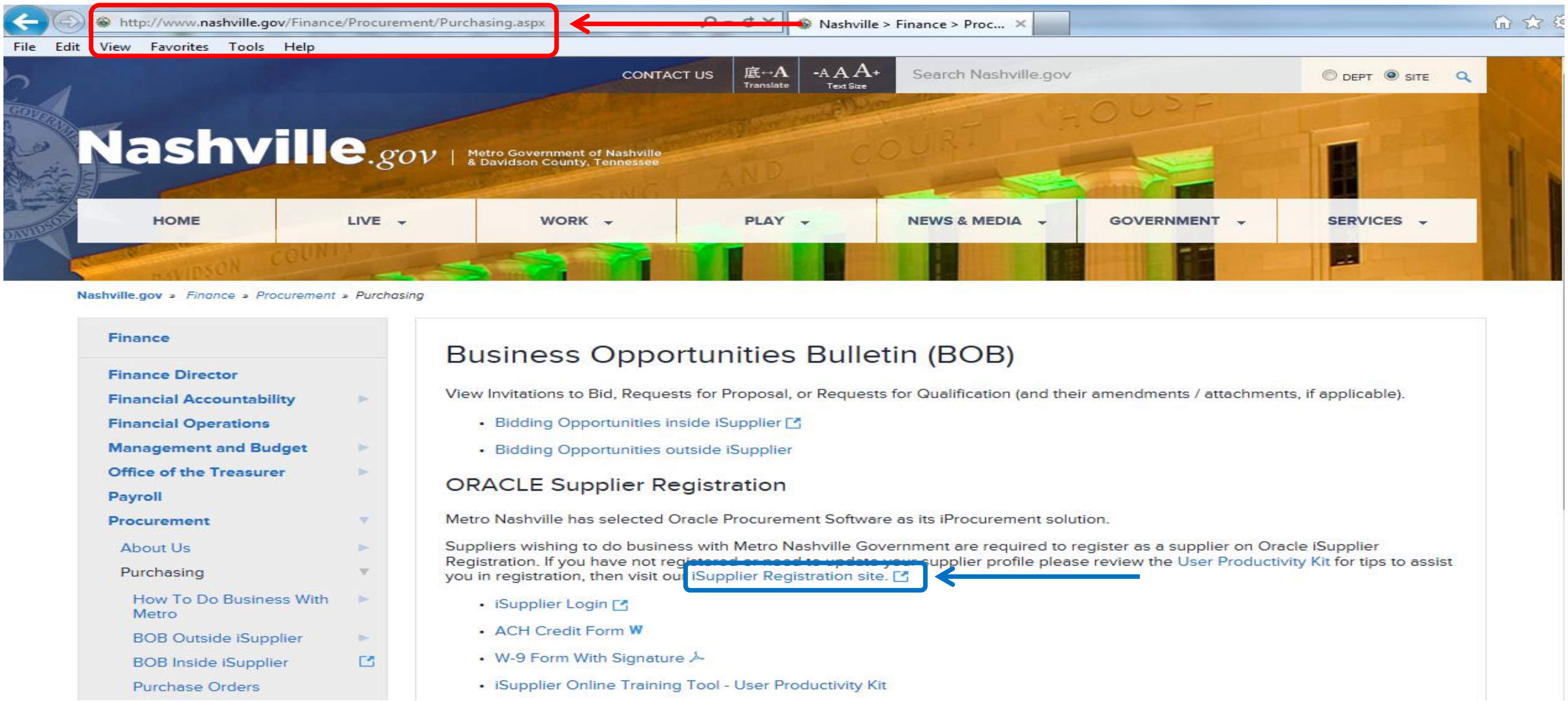
The report will display in an Excel format.

End of Procedure!!

Registering
in
iSupplier

Registering in iSupplier

YOU MUST USE INTERNET EXPLORER 9 (or previous version) or Firefox!


http://www.nashville.gov/Finance/Procurement/Purchasing.aspx
Nashville > Finance > Proc...
File
Edit
View
Favorites
Tools
Help
CONTACT US
Translate
Text Size
Search Nashville.gov
DEPT
SITE
Nashville.gov
Metro Government of Nashville & Davidson County, Tennessee
HOME
LIVE
WORK
PLAY
NEWS & MEDIA
GOVERNMENT
SERVICES

Nashville.gov » Finance » Procurement » Purchasing

- Finance
- Finance Director
- Financial Accountability
- Financial Operations
- Management and Budget
- Office of the Treasurer
- Payroll
- Procurement
  - About Us
  - Purchasing
    - How To Do Business With Metro
    - BOB Outside iSupplier
    - BOB Inside iSupplier
    - Purchase Orders

Business Opportunities Bulletin (BOB)

View Invitations to Bid, Requests for Proposal, or Requests for Qualification (and their amendments / attachments, if applicable).

- Bidding Opportunities inside iSupplier
- Bidding Opportunities outside iSupplier

ORACLE Supplier Registration

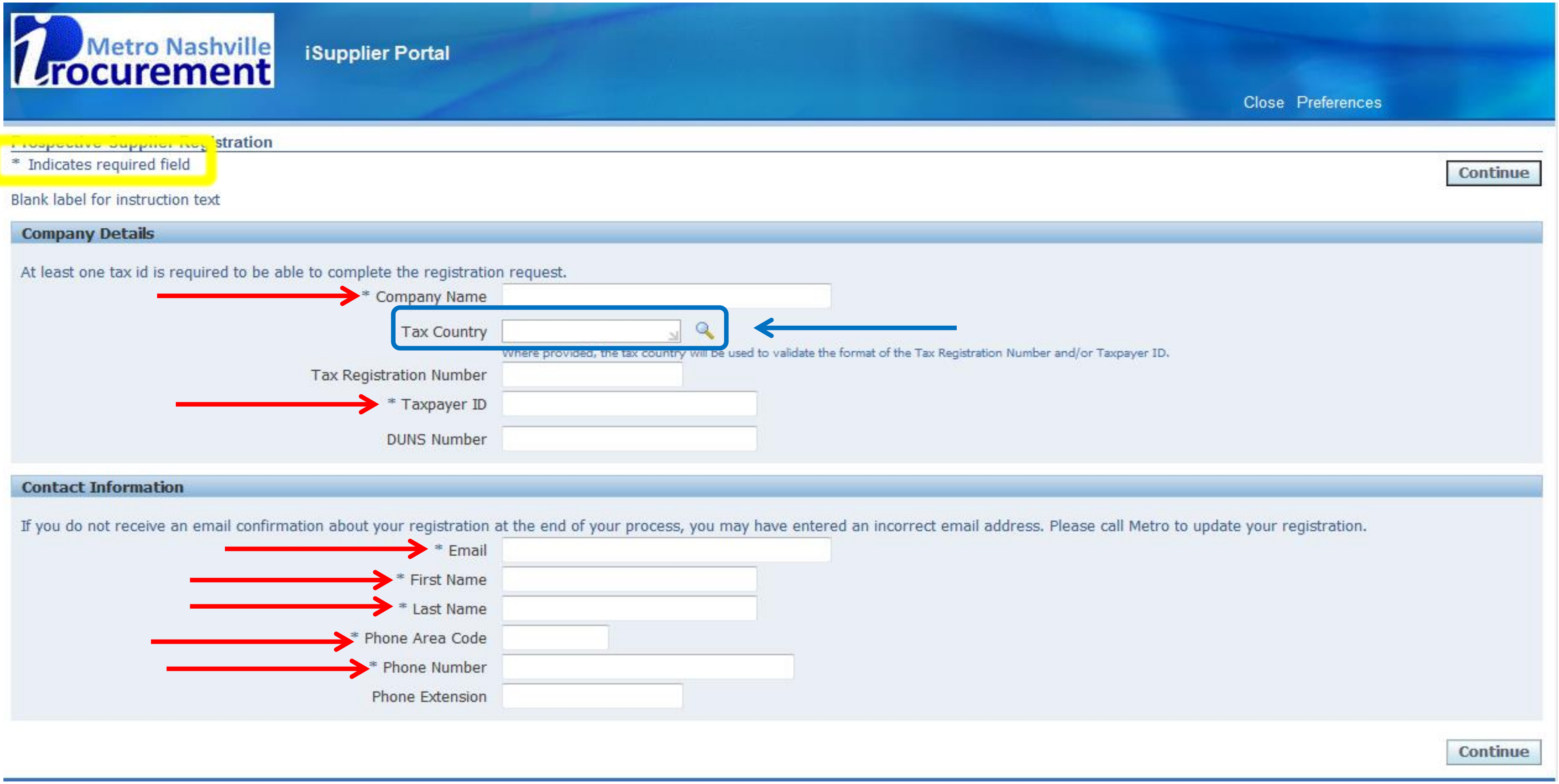
Metro Nashville has selected Oracle Procurement Software as its iProcurement solution.

Suppliers wishing to do business with Metro Nashville Government are required to register as a supplier on Oracle iSupplier Registration. If you have not registered or need to update your supplier profile please review the User Productivity Kit for tips to assist you in registration, then visit our iSupplier Registration site.

- iSupplier Login
- ACH Credit Form
- W-9 Form With Signature
- iSupplier Online Training Tool - User Productivity Kit

Type http://www.nashville.gov/Finance/Procurement/Purchasing.aspx **in the address section and hit Enter**
Click: "iSupplier Registration Site"

Registering in iSupplier



Prospective Supplier Registration

* Indicates required field

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

If you do not receive an email confirmation about your registration at the end of your process, you may have entered an incorrect email address. Please call Metro to update your registration.

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

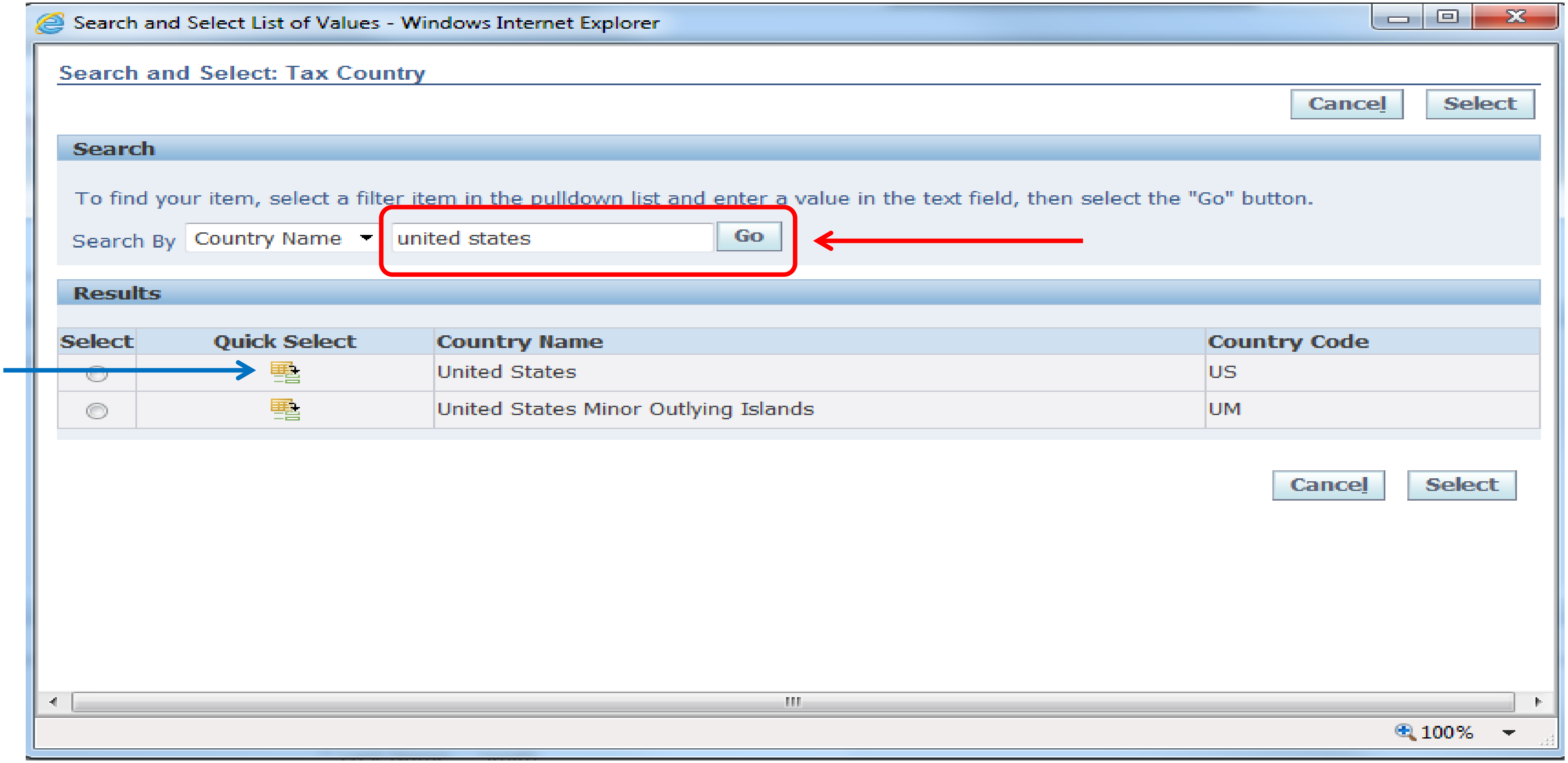
Phone Extension

Enter: “Company Name, Taxpayer ID (which is your Federal Tax ID Number)**, Email, First and Last Name and Area Code and Phone Number”**

Click: “Magnifying Glass” to enter Tax Country (You will receive an error message if Tax Country is manually typed.)

Note Highlighted Area: * (asterisk) indicates required fields.

Registering in iSupplier


Search and Select List of Values - Windows Internet Explorer
Search and Select: Tax Country
Cancel
Select
Search
Search By
Country Name
Go
Results
Cancel
Select
100%

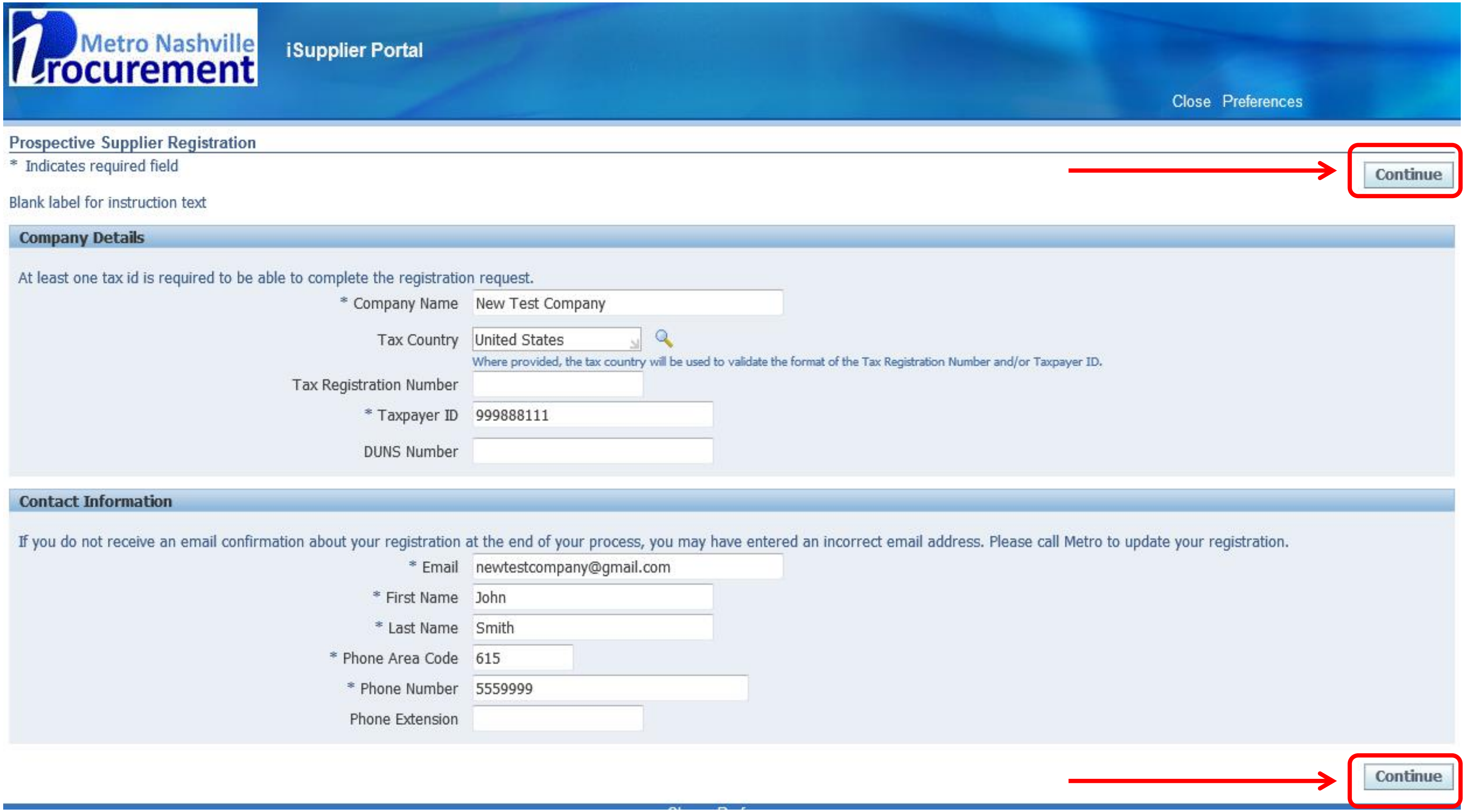
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Country Name — united states

Select	Quick Select	Country Name	Country Code
○		United States	US
○		United States Minor Outlying Islands	UM

Type: "Country Name" and
Click: "Go"
Click: "Quick Select Icon" for appropriate Country

Registering in iSupplier



Prospective Supplier Registration

* Indicates required field

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name	New Test Company
Tax Country	United States
Tax Registration Number	
* Taxpayer ID	999888111
DUNS Number	

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

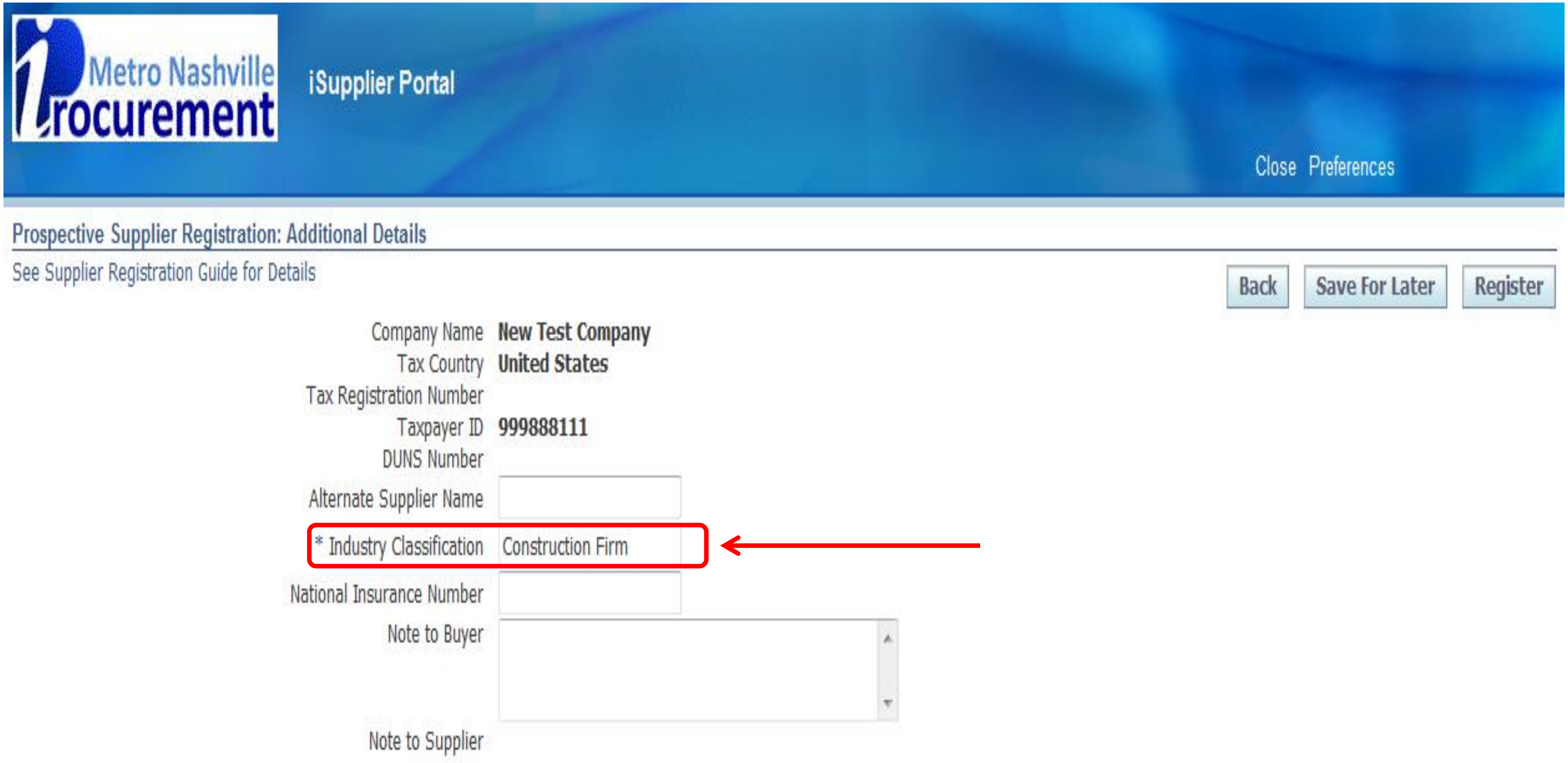
Contact Information

If you do not receive an email confirmation about your registration at the end of your process, you may have entered an incorrect email address. Please call Metro to update your registration.

* Email	newtestcompany@gmail.com
* First Name	John
* Last Name	Smith
* Phone Area Code	615
* Phone Number	5559999
Phone Extension	

Click: “Continue”

Registering in iSupplier


Metro Nashville
Procurement
iSupplier Portal
Close
Preferences
Back
Save For Later
Register

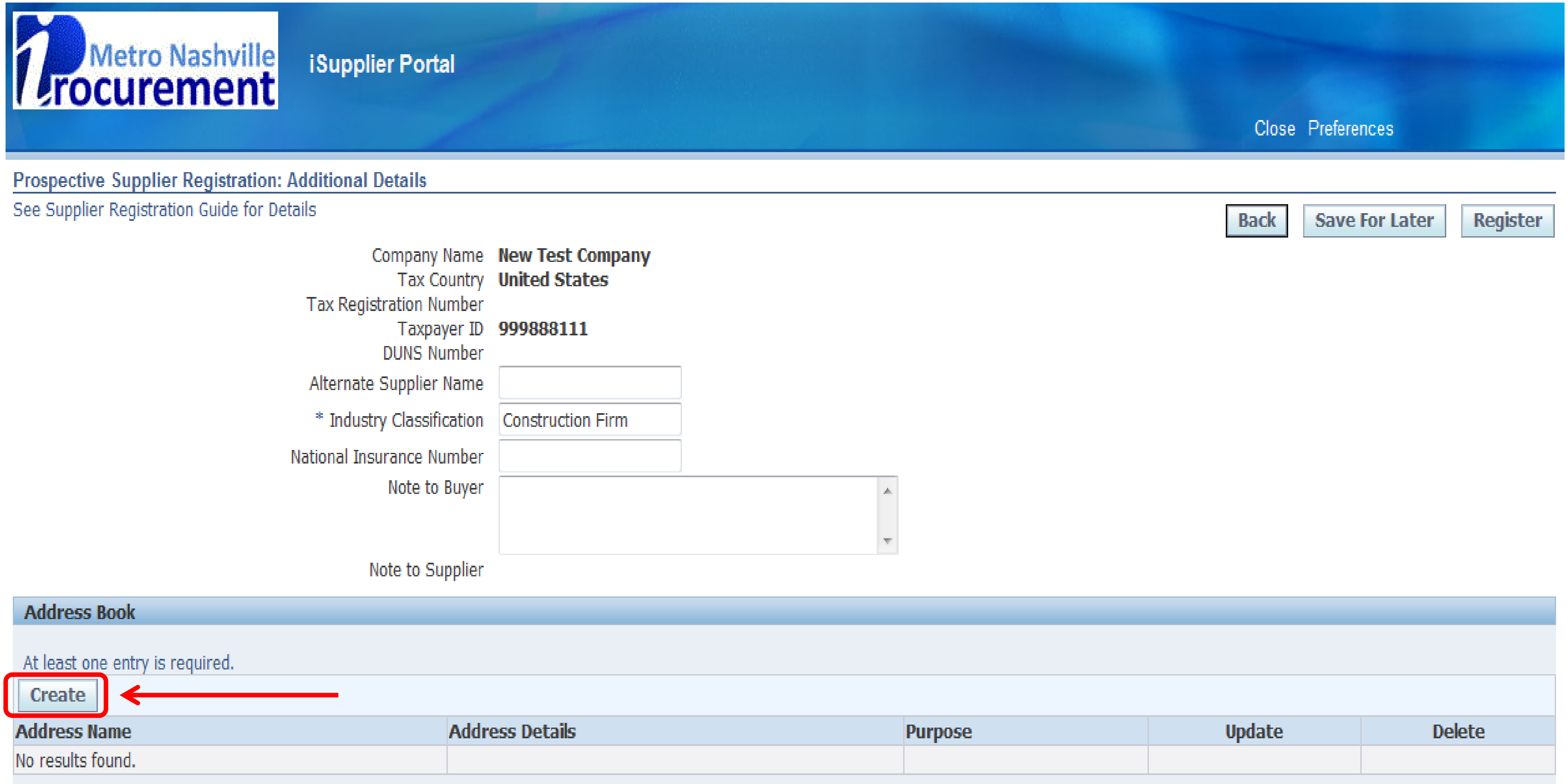
Prospective Supplier Registration: Additional Details

See Supplier Registration Guide for Details

Company Name	New Test Company
Tax Country	United States
Tax Registration Number	
Taxpayer ID	999888111
DUNS Number	
Alternate Supplier Name	
* Industry Classification	Construction Firm
National Insurance Number	
Note to Buyer	
Note to Supplier	

Enter: “Industry Classification” (Industry Classification is a description of what goods and / or services your company provides. Examples: Engineering, Construction, Office Equipment, etc.)

Registering in iSupplier


Metro Nashville Procurement
iSupplier Portal
Close Preferences
Back
Save For Later
Register
Create

Prospective Supplier Registration: Additional Details

See Supplier Registration Guide for Details

Company Name	New Test Company
Tax Country	United States
Tax Registration Number	
Taxpayer ID	999888111
DUNS Number	
Alternate Supplier Name	
* Industry Classification	Construction Firm
National Insurance Number	
Note to Buyer	
Note to Supplier	

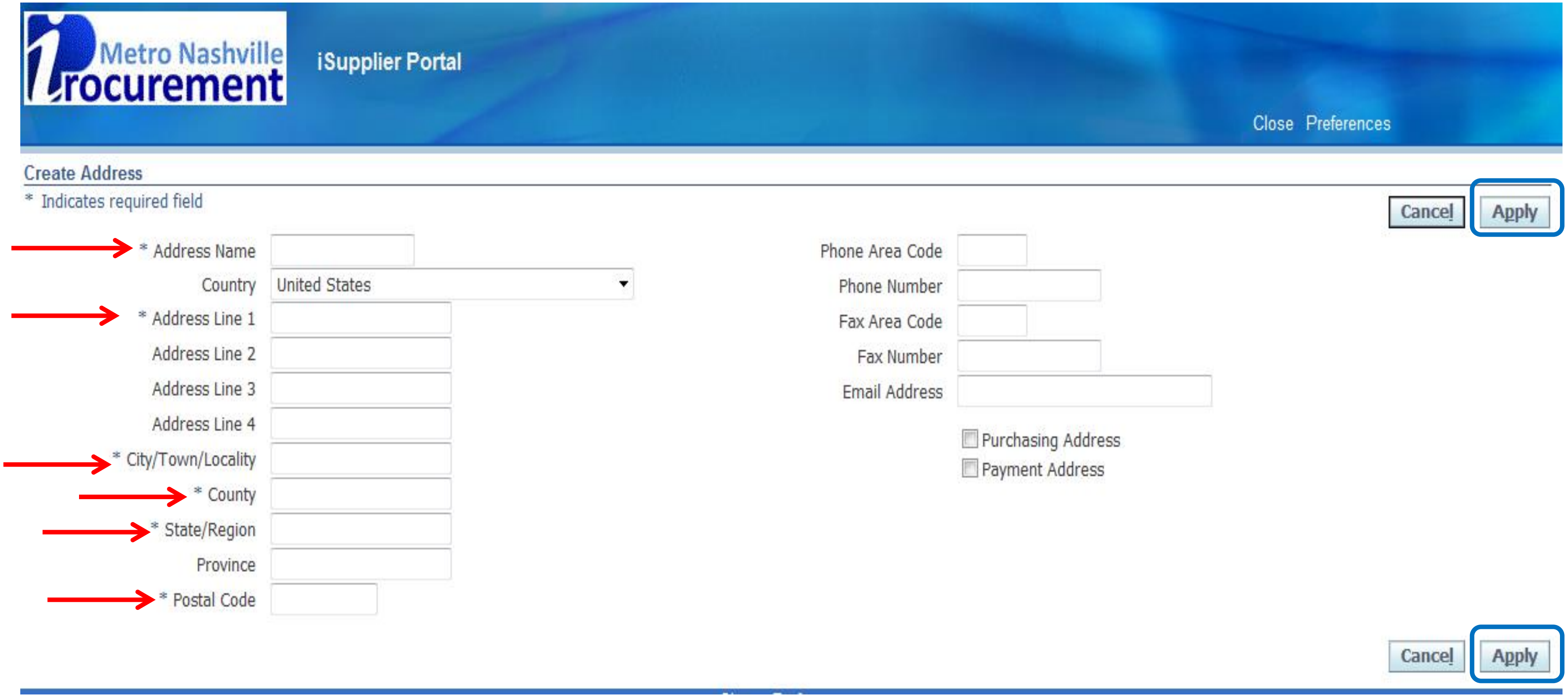
Address Book

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Click: “Create” in the Address Book Section

Registering in iSupplier


Metro Nashville Procurement
iSupplier Portal
Close
Preferences
Cancel
Apply
Cancel
Apply

Create Address

* Indicates required field

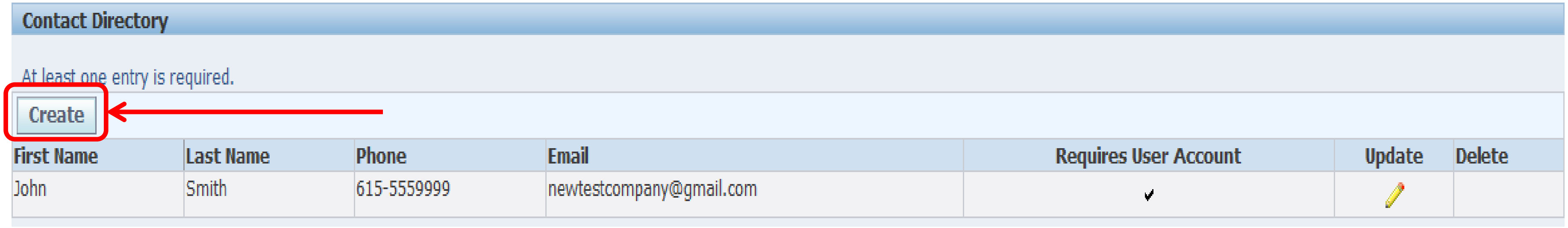
* Address Name
Country: United States
* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City/Town/Locality
* County
* State/Region
Province
* Postal Code

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

☐ Purchasing Address
☐ Payment Address

Complete ALL fields marked with an *
Click: "Apply"

Registering in iSupplier

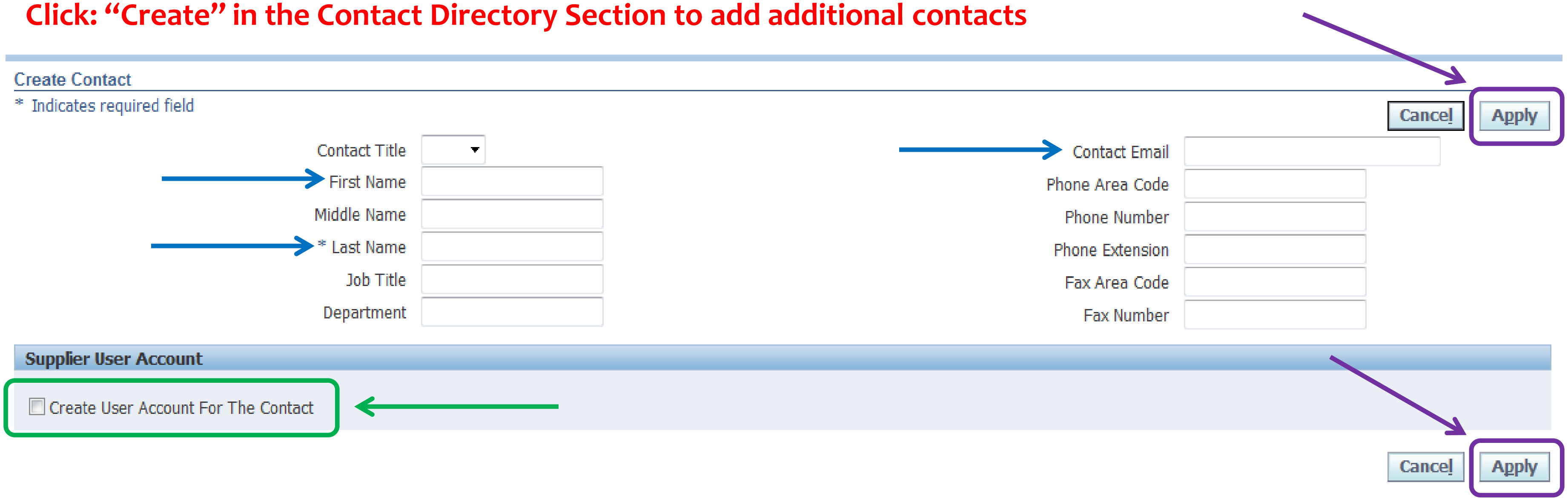


Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	615-5559999	newtestcompany@gmail.com	✓	✎	

Click: “Create” in the Contact Directory Section to add additional contacts



Create Contact

* Indicates required field

Contact Title
First Name
Middle Name
* Last Name
Job Title
Department

Contact Email
Phone Area Code
Phone Number
Phone Extension
Fax Area Code
Fax Number

Supplier User Account

☐ Create User Account For The Contact

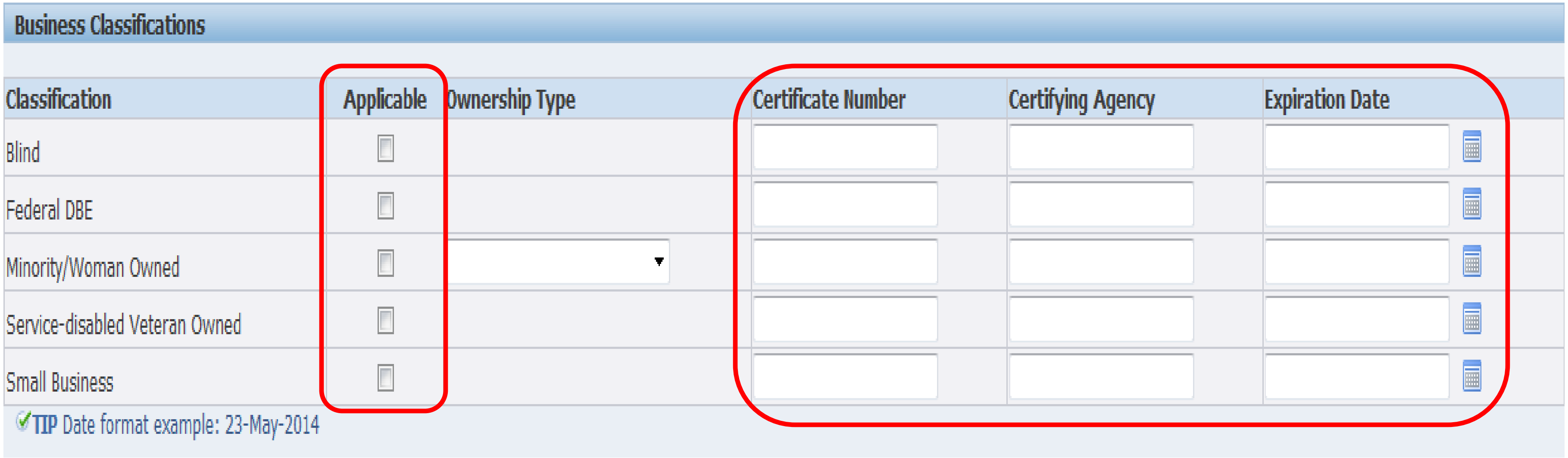
Enter: “First and Last Name and Contact Email”

Select: “Create User Account For The Contact” to give access to make changes / updates to Supplier profile

Click: “Apply”

Note: : iSupplier will send out email notifications regarding Bid Opportunities to the contact user account whose last name is first alphabetically. Vendors are strongly encouraged to set up a distribution email account within their company to ensure that correct individuals receive these notifications. Please verify your email is correct before clicking Apply. If you create a User Account, your email address will be your user name. Purchase Orders are sent electronically to all email addresses in the Contact Directory that have a user account.

Registering in iSupplier



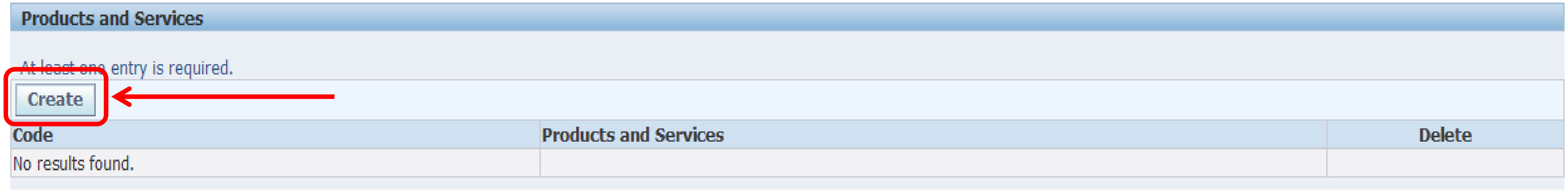
Business Classifications

Classification	Applicable	Ownership Type	Certificate Number	Certifying Agency	Expiration Date
Blind	☐				
Federal DBE	☐				
Minority/Woman Owned	☐				
Service-disabled Veteran Owned	☐				
Small Business	☐				

✓ TIP Date format example: 23-May-2014

Select: Appropriate "Business Classifications" and Complete additional fields - "Certificate Number, Certifying Agency and Expiration Date" if Applicable

Registering in iSupplier



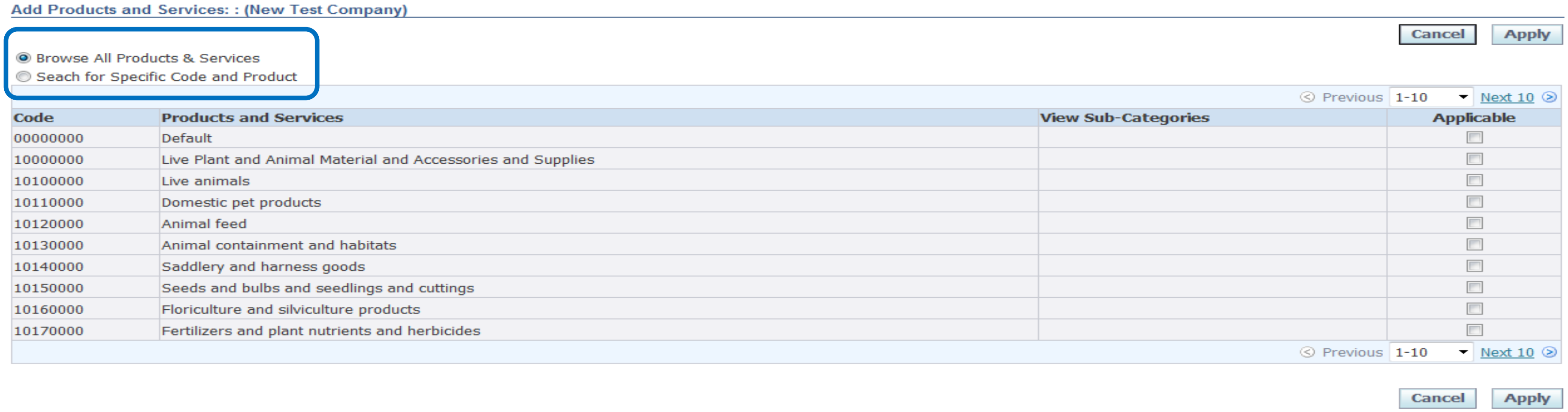
Products and Services

At least one entry is required.

Code	Products and Services	Delete
No results found.		

Click: “Create” in the Products and Services Section

The commodity codes (Product / Services) attached to your profile are the determining factor in what bid opportunities you receive. The bid opportunities are sent via our Workflow Mailer automated emails.



Add Products and Services: : (New Test Company)

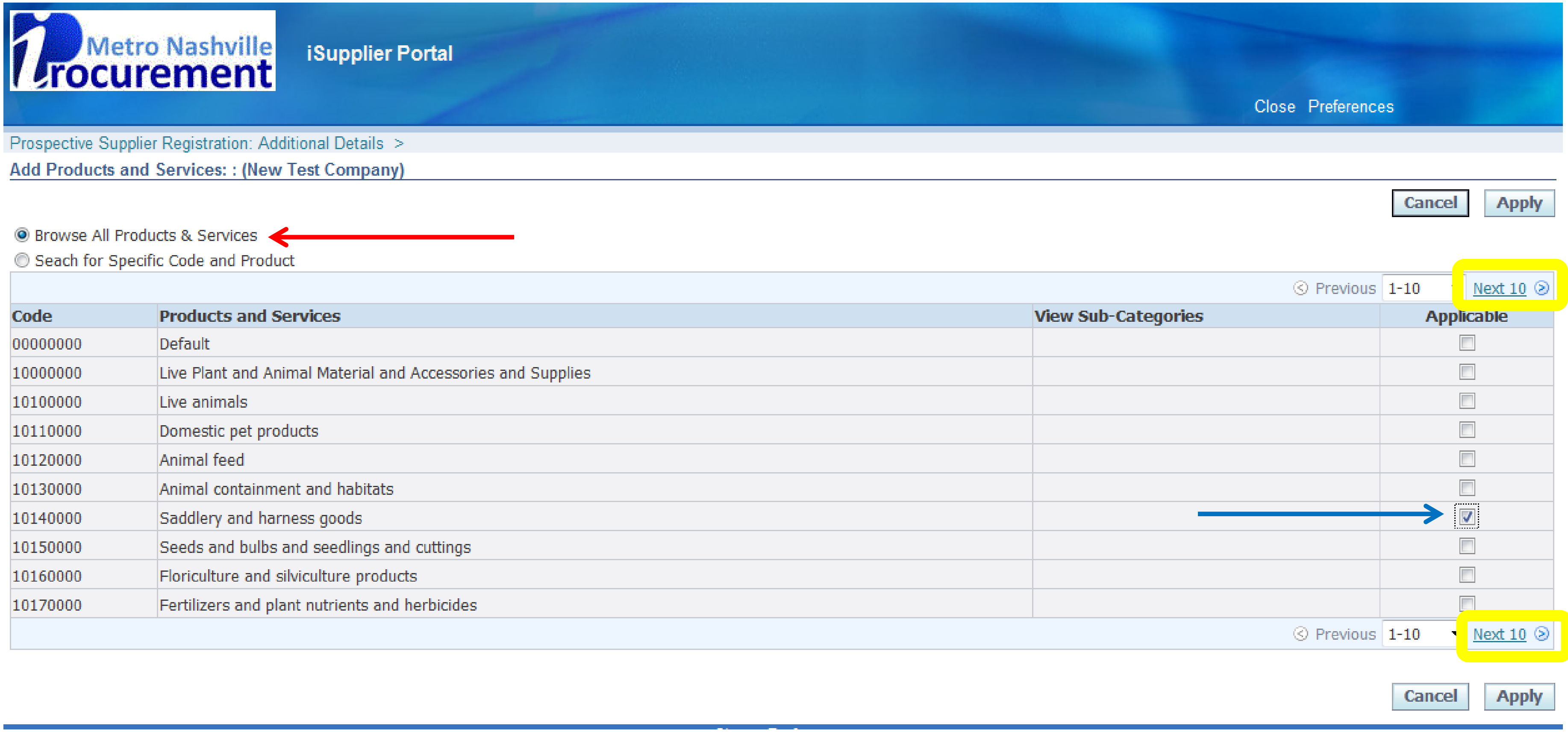
● Browse All Products & Services
○ Seach for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		☐
10000000	Live Plant and Animal Material and Accessories and Supplies		☐
10100000	Live animals		☐
10110000	Domestic pet products		☐
10120000	Animal feed		☐
10130000	Animal containment and habitats		☐
10140000	Saddlery and harness goods		☐
10150000	Seeds and bulbs and seedlings and cuttings		☐
10160000	Floriculture and silviculture products		☐
10170000	Fertilizers and plant nutrients and herbicides		☐

There are 2 different search methods, “Browse All Products & Services” (shows all codes in numerical order) and “Search for Specific Product & Service” (allows users to search by specific code or description).

Note: If Products and Services are not entered, your registration will not be submitted. It will remain in a “Draft Status” until you have completed this section.

Registering in iSupplier



Metro Nashville Procurement

iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details >

Add Products and Services: : (New Test Company)

Cancel Apply

● Browse All Products & Services

○ Seach for Specific Code and Product

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		☐
10000000	Live Plant and Animal Material and Accessories and Supplies		☐
10100000	Live animals		☐
10110000	Domestic pet products		☐
10120000	Animal feed		☐
10130000	Animal containment and habitats		☐
10140000	Saddlery and harness goods		☑
10150000	Seeds and bulbs and seedlings and cuttings		☐
10160000	Floriculture and silviculture products		☐
10170000	Fertilizers and plant nutrients and herbicides		☐

Previous 1-10 Next 10

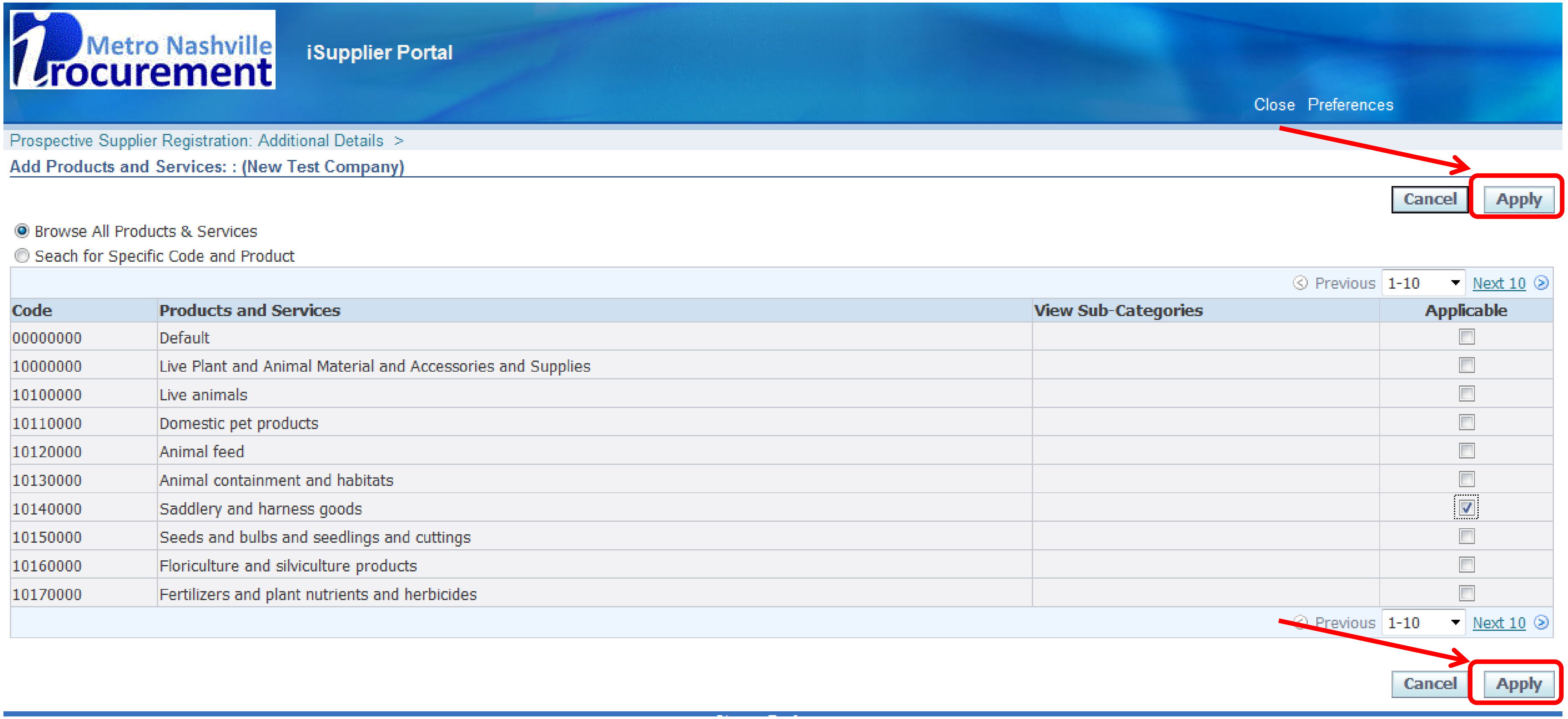
Cancel Apply

Select: “Browse All Products & Services” to search codes in numerical order

Select: “Applicable Code”

Note: Highlighted Area – This page only shows 10 codes per view. Click “Next 10” to search all available codes.

Registering in iSupplier


Metro Nashville Procurement
iSupplier Portal
Close Preferences

Prospective Supplier Registration: Additional Details >

Add Products and Services: : (New Test Company)

Cancel
Apply

● Browse All Products & Services

○ Seach for Specific Code and Product

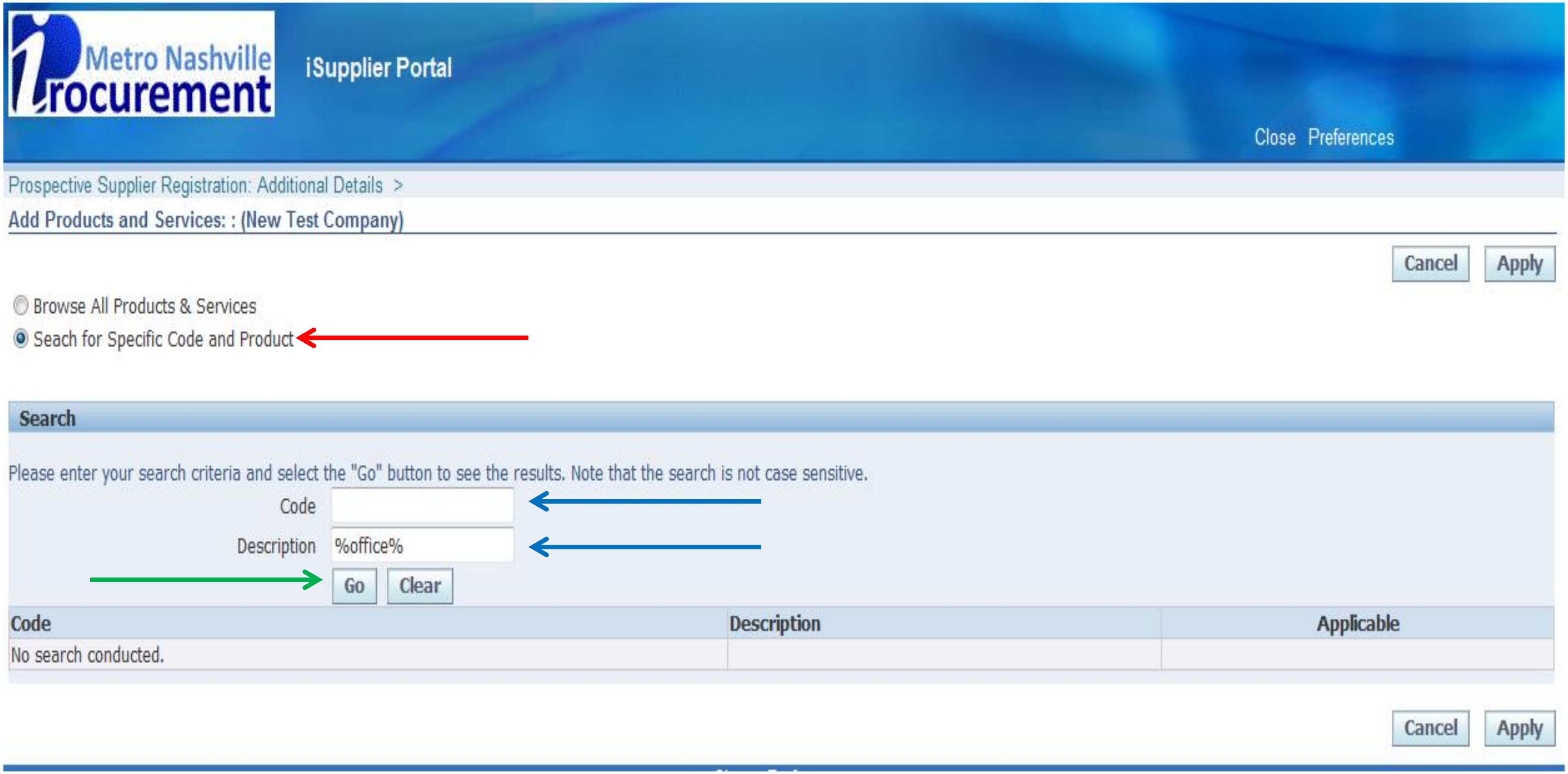
Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		☐
10000000	Live Plant and Animal Material and Accessories and Supplies		☐
10100000	Live animals		☐
10110000	Domestic pet products		☐
10120000	Animal feed		☐
10130000	Animal containment and habitats		☐
10140000	Saddlery and harness goods		☑
10150000	Seeds and bulbs and seedlings and cuttings		☐
10160000	Floriculture and silviculture products		☐
10170000	Fertilizers and plant nutrients and herbicides		☐

Previous 1-10 Next 10
Cancel
Apply

Click: “Apply”

Registering in iSupplier


Metro Nashville Procurement
iSupplier Portal
Close Preferences

Prospective Supplier Registration: Additional Details >

Add Products and Services: : (New Test Company)

Cancel Apply

○ Browse All Products & Services
● Seach for Specific Code and Product

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description %office%

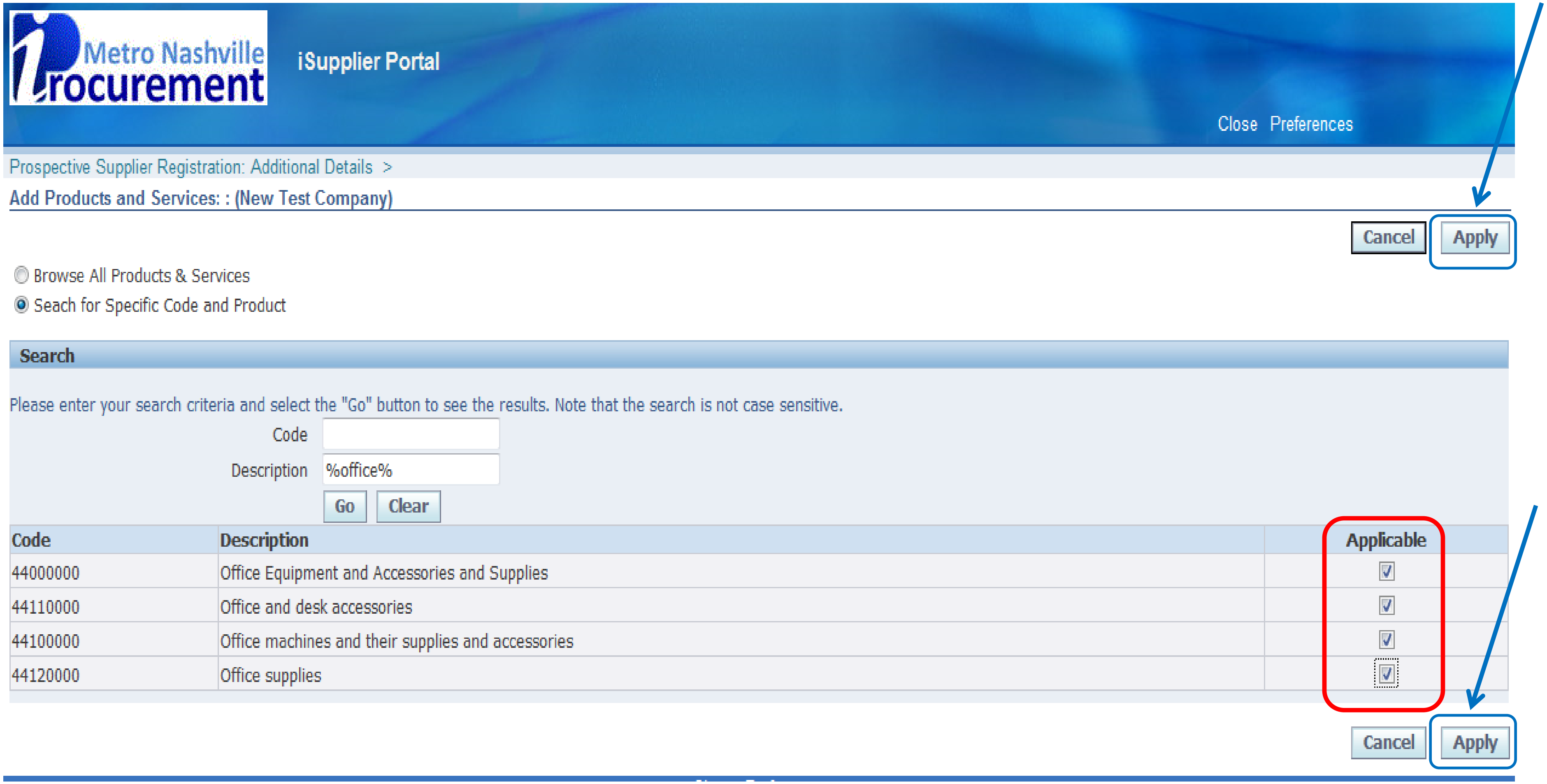
Go Clear

Code	Description	Applicable
No search conducted.		

Cancel Apply

Select: “Search for Specific Code and Product” to search by specific code or description
Enter “Search Criteria”
Click: “Go”

Registering in iSupplier


Metro Nashville
iProcurement
iSupplier Portal
Close
Preferences

Prospective Supplier Registration: Additional Details >

Add Products and Services: : (New Test Company)

Cancel
Apply

○ Browse All Products & Services

● Seach for Specific Code and Product

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code:

Description: %office%

Go
Clear

Code	Description	Applicable
44000000	Office Equipment and Accessories and Supplies	☑
44110000	Office and desk accessories	☑
44100000	Office machines and their supplies and accessories	☑
44120000	Office supplies	☑

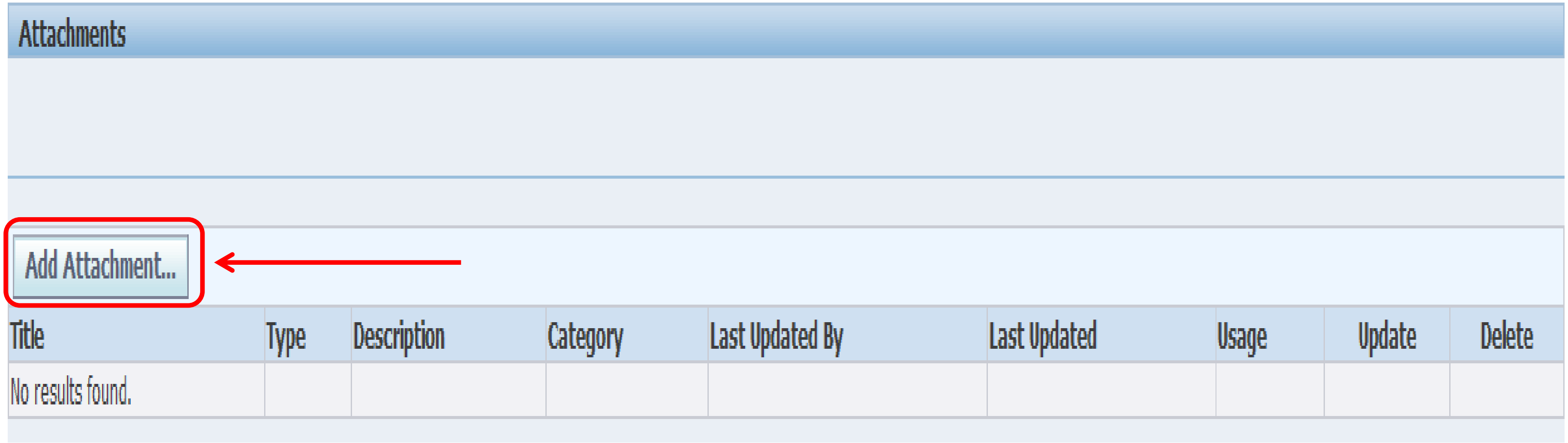
Cancel
Apply

Select: "Applicable Codes"

Click: "Apply"

Note: In iSupplier, use the "%" as a wild card, allowing the system to search for the particular word or phrase at the beginning, middle and end of description.

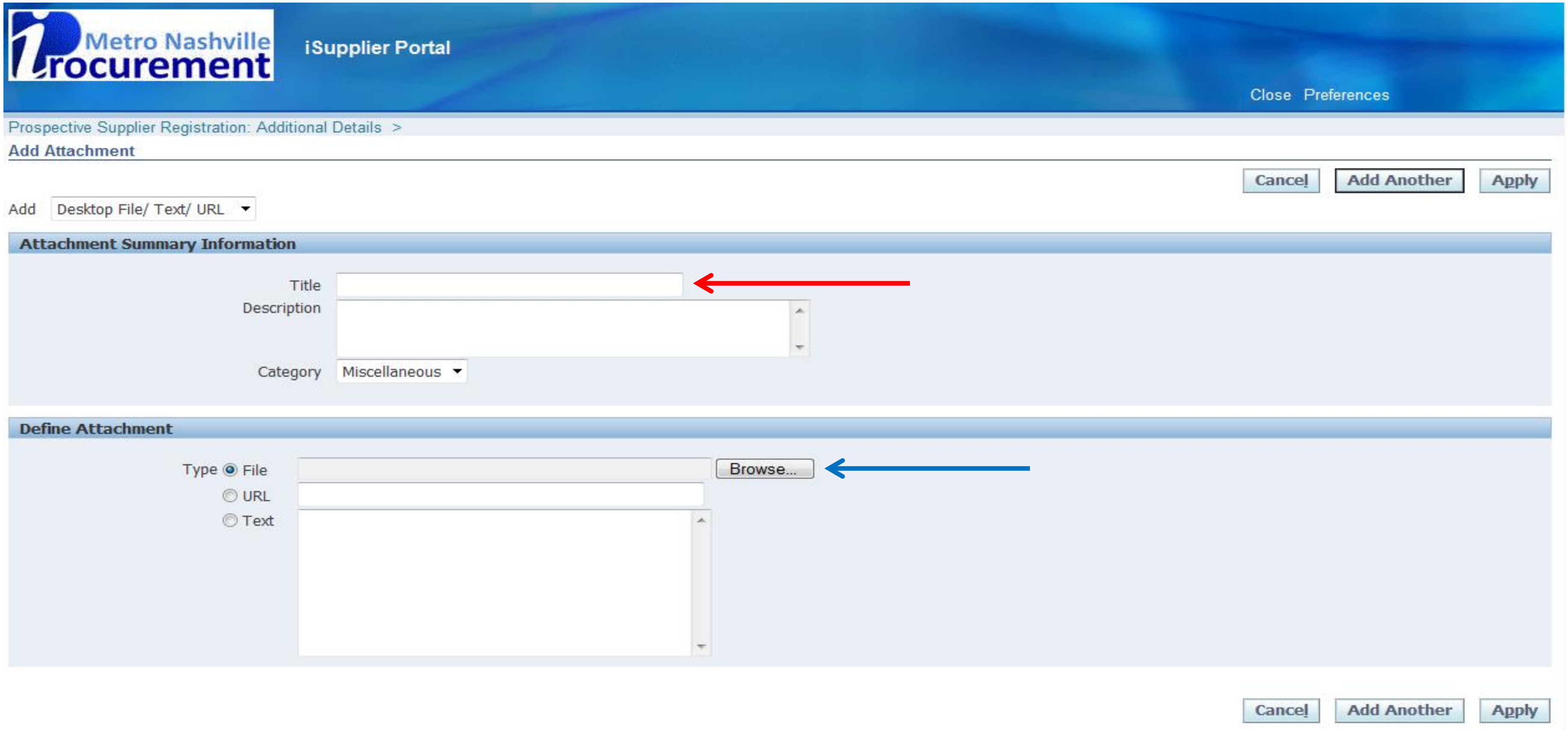
Registering in iSupplier



Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Click: “Add Attachments” to upload the W9 and ACH forms (Forms can be downloaded from: http://www.nashville.gov/Finance/Procurement/Purchasing.aspx) (The W9 and ACH forms are not required at the time of registration but are required before any award can be made resulting in a Purchase Order or Contract.)

Registering in iSupplier


Metro Nashville Procurement
iSupplier Portal
Close
Preferences
Prospective Supplier Registration: Additional Details >
Add Attachment
Cancel
Add Another
Apply
Attachment Summary Information
Title
Description
Define Attachment
URL
Text
Browse...
Cancel
Add Another
Apply

Add: Desktop File/ Text/ URL

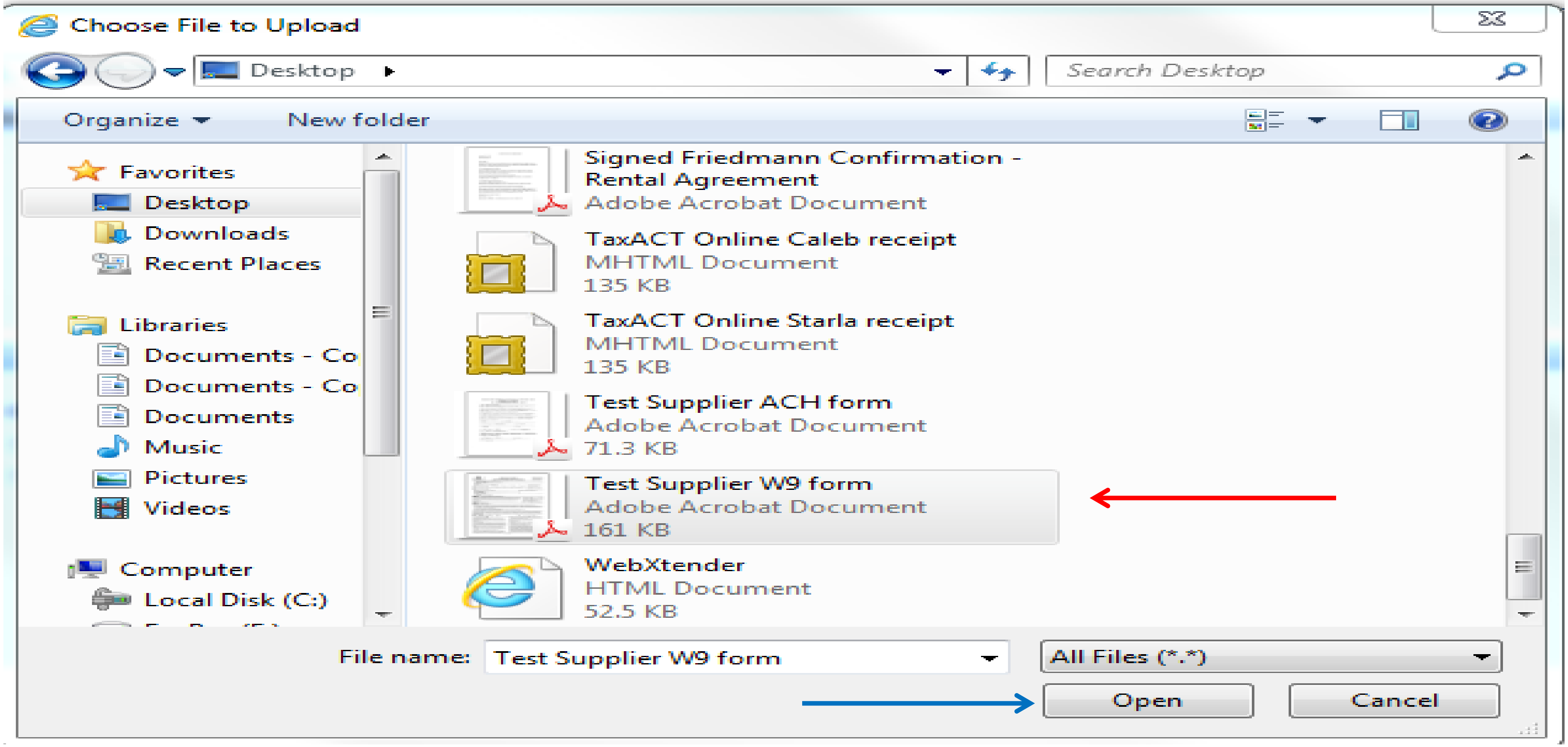
Category: Miscellaneous

Type: ● File

Enter: “Title”

Click: “Browse” your computer where forms have been saved to select appropriate document

Registering in iSupplier


Choose File to Upload
Desktop
Search Desktop
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents - Co
Documents - Co
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Signed Friedmann Confirmation - Rental Agreement
Adobe Acrobat Document
TaxACT Online Caleb receipt
MHTML Document
135 KB
TaxACT Online Starla receipt
MHTML Document
135 KB
Test Supplier ACH form
Adobe Acrobat Document
71.3 KB
Test Supplier W9 form
Adobe Acrobat Document
161 KB
WebXtender
HTML Document
52.5 KB
Open
Cancel

File name: Test Supplier W9 form

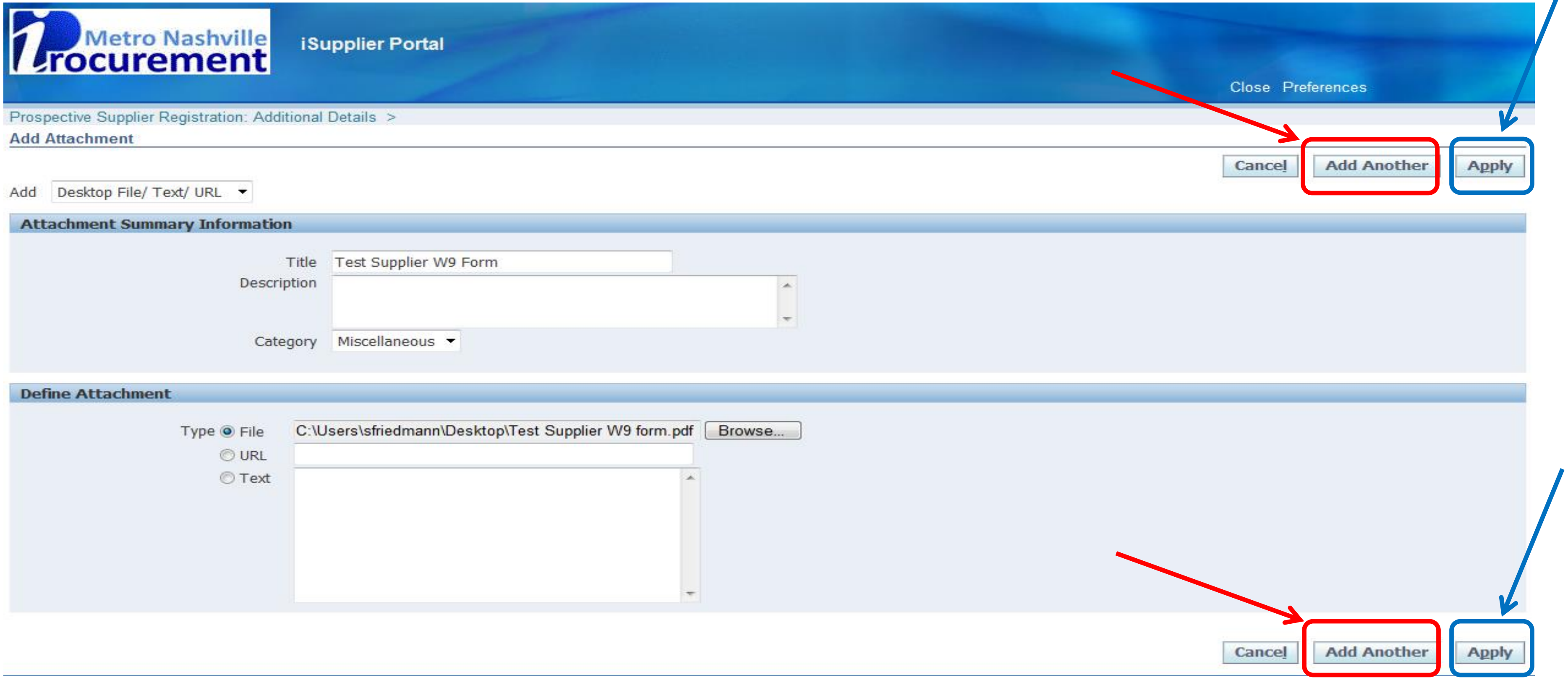
All Files (*.*)

Find the appropriate file:

Select: “File”

Click: “Open”

Registering in iSupplier



Metro Nashville Procurement
iSupplier Portal
Close Preferences
Prospective Supplier Registration: Additional Details >
Add Attachment
Cancel
Add Another
Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title: Test Supplier W9 Form

Description:

Category: Miscellaneous

Define Attachment

Type ● File C:\Users\sfriedmann\Desktop\Test Supplier W9 form.pdf Browse...

○ URL

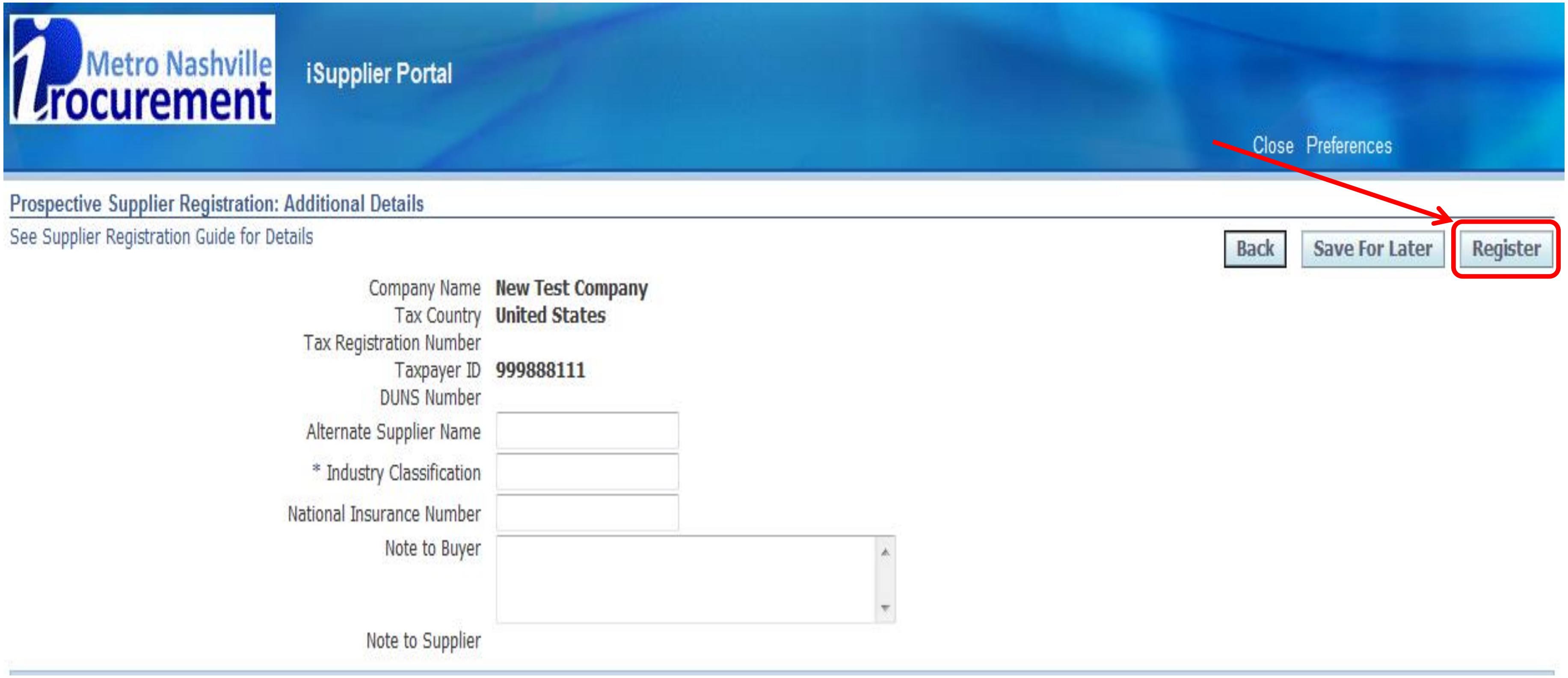
○ Text

Cancel
Add Another
Apply

Click: "Add Another" and follow previous instructions on attaching documents if there are other documents that need to be attached

Click: "Apply" when all desired documents have been selected

Registering in iSupplier


Metro Nashville Procurement
iSupplier Portal
Close
Preferences
Back
Save For Later
Register

Prospective Supplier Registration: Additional Details

See Supplier Registration Guide for Details

Company Name	New Test Company
Tax Country	United States
Tax Registration Number	
Taxpayer ID	999888111
DUNS Number	
Alternate Supplier Name	
* Industry Classification	
National Insurance Number	
Note to Buyer	
Note to Supplier	

Click: "Register" after all information has been entered.

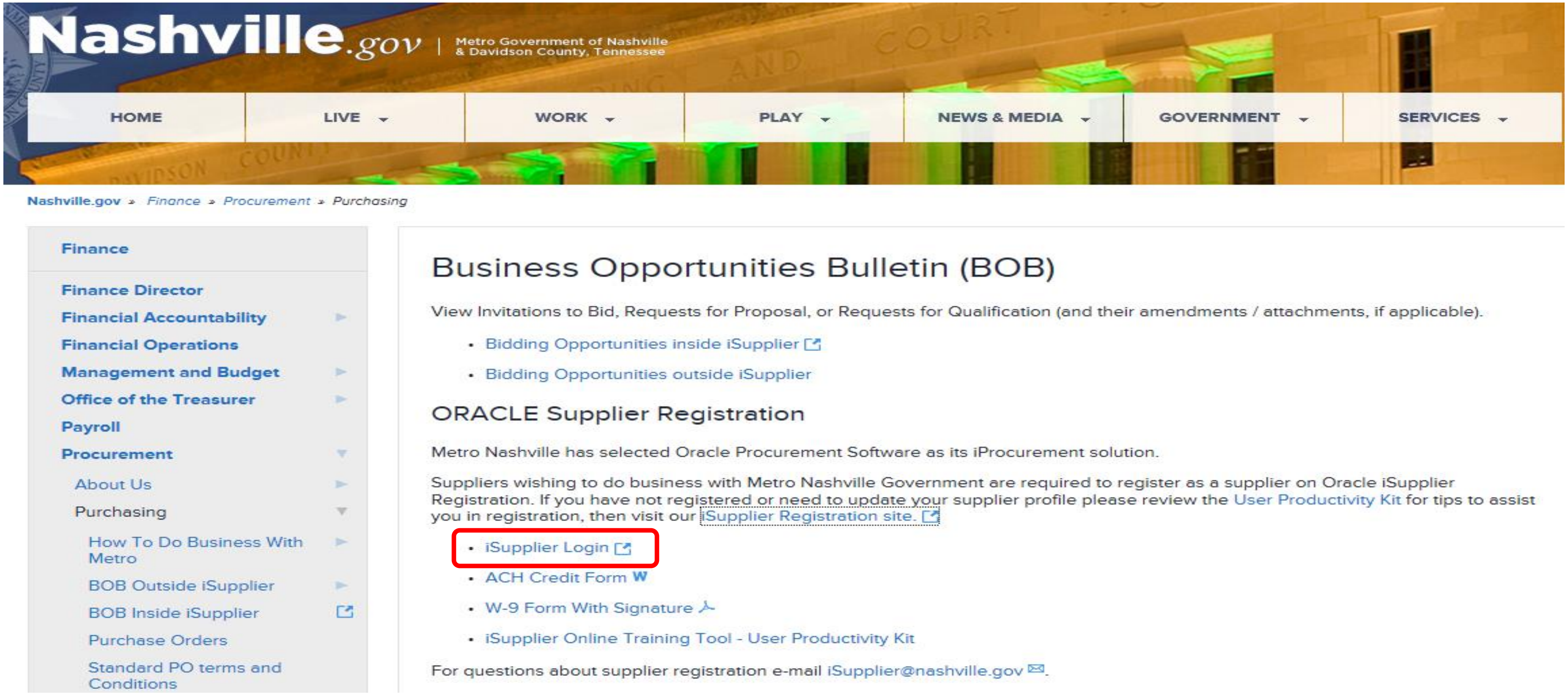
Registering in iSupplier

After completing the registration, you should receive a confirmation email from "Workflow Mailer" with a time-sensitive (approximately 24 hours after your received your email) password to use for initial login to iSupplier. Password must be typed exactly as it appears in the email. Check both your inbox and spam folder (depending on how your email security settings classify the email sender). You will use this temporary password for initial sign-in and then you will be prompted to create a new password for security purposes.

Your password should meet the following criteria:

*** Must be nine characters**
*** Must contain at least one number or special character (examples: !, *, %, $)**
*** Cannot contain back to back letters, numbers or characters (example: you cannot use "progress)**
*** Passwords are case sensitive**

You can login to iSupplier by going to http://www.nashville.gov/Finance/Procurement/Purchasing.aspx and clicking the "iSupplier Login" link (see below).


Nashville.gov | Metro Government of Nashville & Davidson County, Tennessee
HOME
LIVE
WORK
PLAY
NEWS & MEDIA
GOVERNMENT
SERVICES
Nashville.gov » Finance » Procurement » Purchasing
Finance
Finance Director
Financial Accountability
Financial Operations
Management and Budget
Office of the Treasurer
Payroll
Procurement
About Us
Purchasing
How To Do Business With Metro
BOB Outside iSupplier
BOB Inside iSupplier
Purchase Orders
Standard PO terms and Conditions

Business Opportunities Bulletin (BOB)

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- Bidding Opportunities inside iSupplier
- Bidding Opportunities outside iSupplier

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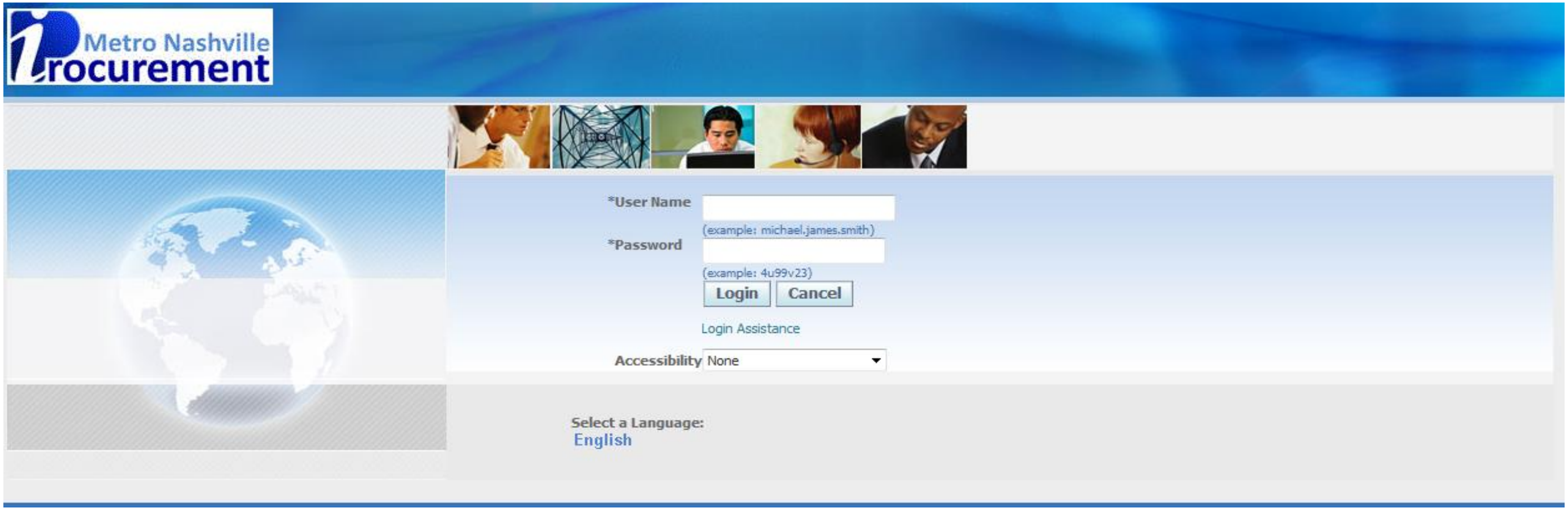
- iSupplier Login
- ACH Credit Form
- W-9 Form With Signature
- iSupplier Online Training Tool - User Productivity Kit

For questions about supplier registration e-mail iSupplier@nashville.gov.

Registering in iSupplier

Now you will be taken to the iSupplier login screen which should look like the picture below. Enter your login information to proceed into iSupplier. Your username is your email address and your password will be the temporary password for the initial setup and then the new password once you have changed it.


Metro Nashville
Procurement
*User Name
(example: michael.james.smith)
*Password
(example: 4u99v23)
Login
Cancel
Login Assistance
Select a Language:
English

Accessibility None

Please contact our iSupplier support group via email at isupplier@nashville.gov if you run into any errors or need additional help with navigating through the iSupplier site. We are always happy to assist you!!!